



City Council Agenda

Electronic Meeting Due to Covid-19: Governor Executive Order
In-Person Social Distancing at Library: 11 E. Bacon St. Hillsdale, MI

City Council Chambers
97 N. Broad Street
Hillsdale, MI 49242

June 15, 2020
7:00 p.m.

- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Agenda Items**
- V. Consent Agenda**
 - A. Approval of Bills
 - 1. City Claims of May 28, 2020: \$167,989.73
 - 2. BPU Claims of May 28, 2020: \$131,288.74
 - 3. Payroll of May 28, 2020: \$173,254.56
 - B. City Council Minutes of June 1, 2020
 - C. Finance Minutes of June 1, 2020
 - D. BPU Dixon Engineering Service Agreement
 - E. BPU Water Treatment Plant Filter #1 and #3 Media Replacement
 - F. BPU Water/Sewer Distribution Service Truck Replacement
 - G. TCO 2020-14 Sandy Beach Stop Sign
 - H. 2020 Summer Tax Special Assessment Roll
 - I. May 2020 Finance Reports
- VI. Communications/Petitions**
 - A. House Bill 5810- Treasurer Summary
- VII. Introduction and Adoption of Ordinances/Public Hearing**
 - A. Public Hearing: ICE Grant Accomplishments
- VIII. Old Business**
 - A. Reopening Procedures Policy
 - B. 2019-20 Budget Amendment Resolution
 - C. Field of Dreams, Sandy Beach and Baseball/Softball Program – Verbal Update
- IX. New Business**
 - A. July 3rd Fireworks Display
 - B. Bid for City Hall Walls/Floor Repair
 - C. BPU Additional Transformer LTC Maintenance
 - D. BPU Lead Line Water Service Replacements
 - E. BPU Utility Pot Holing
 - F. BPU Purchase of 477 Hawk Wire
 - G. Barry Hill Recognition Resolution
 - H. Police Appreciation Resolution – Councilmen Bell
 - I. Set Public Hearing to Declare 69 & 69.5 Westwood Street a Public Nuisance

X. Miscellaneous Reports

- A. Proclamations- None
- B. Appointments- TIFA Board: Margaret Braman, Mathew McClain
- C. Other- None

XI. General Public Comment

XII. City Manager's Report

XIII. Council Comment

XIV. Adjournment

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 431							
101-295.000-801.000	05/28/20	AVFUEL CORP	REFUELER RENTAL MONTHLY	013534556	05/28/20	950.00	431
481-900.000-740.295	05/28/20	AVFUEL CORP	AVFUEL SUPERTANKER	013525518	05/28/20	5,204.36	431
481-900.000-740.295	05/28/20	AVFUEL CORP	FUEL AND LUBRICANTS	013516930	05/28/20	7,125.85	431
Total For Check 431						13,280.21	
Check 432							
101-172.000-861.000	05/28/20	CARD SERVICES CENTER	REAL ESTATE DEVELOPMENT AND REUSE C	04.14.2020	05/28/20	650.00	432
101-215.000-726.000	05/28/20	CARD SERVICES CENTER	COUNCIL MINUTE & RESOLUTION PAGES	1152950	05/28/20	87.53	432
101-215.000-734.000	05/28/20	CARD SERVICES CENTER	POSTAGE - CLERK	02291C	05/28/20	9.60	432
101-215.000-734.000	05/28/20	CARD SERVICES CENTER	POSTAGE - CLERK	00727C	05/28/20	8.15	432
101-253.000-734.000	05/28/20	CARD SERVICES CENTER	LUNCH, POSTAGE & CLEANING SUPPLIES	01514C	05/28/20	5.10	432
101-265.000-726.000	05/28/20	CARD SERVICES CENTER	LUNCH, POSTAGE & CLEANING SUPPLIES	00935C	05/28/20	3.92	432
101-265.000-801.000-CV	05/28/20	CARD SERVICES CENTER	CHROME PLATED BRASS NO-DRAFT SPEAK-	24-04905-80754	05/28/20	51.88	432
101-301.000-726.000	05/28/20	CARD SERVICES CENTER	POSTAGE - CLERK	02008C	05/28/20	4.60	432
101-441.000-726.000	05/28/20	CARD SERVICES CENTER	LUNCH, POSTAGE & CLEANING SUPPLIES	01693C	05/28/20	7.25	432
Total For Check 432						828.03	
Check 434							
101-000.000-228.003	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	7,489.01	434
101-172.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	888.00	434
101-174.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	358.23	434
101-209.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	570.83	434
101-215.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	369.61	434
101-219.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	624.09	434
101-253.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	42.00	434
101-301.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	15,836.98	434
101-336.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	2,270.53	434
101-400.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	296.01	434
101-441.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	947.42	434
208-751.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	439.52	434
588-588.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	328.54	434
640-444.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	347.51	434
699-441.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15 CITY	05/28/20	329.21	434
Total For Check 434						31,137.49	
Check 436							
588-588.000-920.000	05/28/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2964640782	05/28/20	102.78	436
Total For Check 436						102.78	
Check 437							
101-441.000-801.000	05/28/20	SPOK, INC	PAGER RENTAL - DPS	D7385433Q	05/28/20	18.73	437
Total For Check 437						18.73	
Check 438							
101-172.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	28.88	438
101-172.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	67.32	438
101-174.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	7.22	438
101-174.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	8.00	438
101-209.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	28.88	438
101-209.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	47.26	438
101-215.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	14.44	438
101-215.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	16.53	438
101-219.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	28.88	438

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/15/2020 - 05/28/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GC

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 438							
101-219.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	52.65	438
101-295.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	14.44	438
101-295.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	16.49	438
101-301.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	216.60	438
101-301.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	317.15	438
101-336.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	43.32	438
101-336.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	61.59	438
101-400.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	21.66	438
101-400.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	27.23	438
101-441.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	28.88	438
101-441.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	46.02	438
101-447.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	14.44	438
101-447.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	38.47	438
208-751.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	14.44	438
208-751.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	23.46	438
271-790.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	28.88	438
271-790.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	33.74	438
588-588.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	57.76	438
588-588.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	63.85	438
640-444.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	28.88	438
640-444.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	37.72	438
699-441.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	115.52	438
699-441.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	CITY - 020894	05/28/20	137.76	438
Total For Check 438						1,688.36	
Check 83039							
101-175.000-955.101	05/15/20	DOMESTIC HARMONY	PURCHASE SERVICE FOR VICTIMS OF DOM	137	05/15/20	6,000.00	83039
Total For Check 83039						6,000.00	
Check 83040							
101-301.000-726.000	05/26/20	GENTEX CORPORATION	SPECIAL OPERATIONS TACTICAL RESPIRA'	27100	05/26/20	3,535.05	83040
Total For Check 83040						3,535.05	
Check 83041							
101-215.000-801.000	05/28/20	ACCUSHRED	PAPER SHREDDING SERVICE	56538	05/28/20	64.95	83041
Total For Check 83041						64.95	
Check 83042							
101-265.000-925.000	05/28/20	ACD	PHONE SYSTEM - CITY HALL	44244-104	05/28/20	181.36	83042
Total For Check 83042						181.36	
Check 83043							
101-301.000-726.000	05/28/20	AMAZON CAPITAL SERVICES, INC	TACTICAL GUN/RIFLE CLEANING KIT 66	1F9Y-99LV-W97G	05/28/20	52.58	83043
101-441.000-726.000	05/28/20	AMAZON CAPITAL SERVICES, INC	SPRAY NOZZLES	1FK3-LWW1-XYNP	05/28/20	63.96	83043
Total For Check 83043						116.54	
Check 83044							
101-756.000-726.000	05/28/20	AMERICAN COPPER AND BRASS, LLC	CONNECTORS, 6-VOLT BATTERIES,BULBS,	20INV018359	05/28/20	10.98	83044
101-756.000-930.000	05/28/20	AMERICAN COPPER AND BRASS, LLC	CONNECTORS, 6-VOLT BATTERIES,BULBS,	20INV017017	05/28/20	7.06	83044
203-490.000-726.000	05/28/20	AMERICAN COPPER AND BRASS, LLC	CONNECTORS, 6-VOLT BATTERIES,BULBS,	20INV017809	05/28/20	25.50	83044
640-444.000-726.000	05/28/20	AMERICAN COPPER AND BRASS, LLC	CONNECTORS, 6-VOLT BATTERIES,BULBS,	20INV016527	05/28/20	41.03	83044
640-444.000-726.000	05/28/20	AMERICAN COPPER AND BRASS, LLC	CONNECTORS, 6-VOLT BATTERIES,BULBS,	20INV016528	05/28/20	16.46	83044
Total For Check 83044						101.03	

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83045							
271-790.000-982.000	05/28/20	BAKER & TAYLOR COMPANY	MARCH ADULT BOOK ORDER	20355175291	05/28/20	76.61	83045
271-790.000-982.000	05/28/20	BAKER & TAYLOR COMPANY	MARCH ADULT BOOK ORDER	20355150828	05/28/20	139.52	83045
						<u>216.13</u>	
Total For Check 83045							
Check 83046							
202-450.000-726.000	05/28/20	BEAVER RESEARCH COMPANY	BEA LESS TACKY	0311611-IN	05/28/20	407.50	83046
203-450.000-726.000	05/28/20	BEAVER RESEARCH COMPANY	BEA LESS TACKY	0311611-IN	05/28/20	707.50	83046
						<u>1,115.00</u>	
Total For Check 83046							
Check 83047							
101-265.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	950.16	83047
101-266.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	198.92	83047
101-276.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	66.93	83047
101-295.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	621.84	83047
101-336.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	501.87	83047
101-441.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	396.32	83047
101-448.000-920.202	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	4,313.56	83047
101-448.000-920.203	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	296.49	83047
101-756.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	367.36	83047
202-490.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	379.83	83047
202-490.500-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	418.13	83047
203-480.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	49.50	83047
247-900.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	94.89	83047
271-790.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	764.71	83047
588-588.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	271.28	83047
640-444.000-920.000	05/28/20	BOARD OF PUBLIC UTILITIES	UTILITIES	04.21.2020	05/28/20	369.95	83047
						<u>10,061.74</u>	
Total For Check 83047							
Check 83049							
101-295.000-740.000	05/28/20	BRINER OIL CO, INC	DIESEL FUEL DELIVERY	109189	05/28/20	233.09	83049
						<u>233.09</u>	
Total For Check 83049							
Check 83050							
633-000.000-111.000	05/28/20	CARR BROTHERS & SON INC.	TOP SOIL	113760	05/28/20	581.30	83050
						<u>581.30</u>	
Total For Check 83050							
Check 83051							
101-441.000-801.000	05/28/20	CINTAS CORPORATION	CLEANER & DISPENSER	4050442332	05/28/20	37.43	83051
						<u>37.43</u>	
Total For Check 83051							
Check 83052							
101-441.000-726.000	05/28/20	CINTAS CORPORATION	FIRST AIDE BOX INSPECTION & RESTOCK	5017285916	05/28/20	49.03	83052
						<u>49.03</u>	
Total For Check 83052							
Check 83053							
101-301.000-726.000	05/28/20	CMP DISTRIBUTOR, INC	SAFARILAND LEVEL II STX GLOCK HOLST	63266	05/28/20	10.00	83053
101-301.000-742.000	05/28/20	CMP DISTRIBUTOR, INC	SAFARILAND LEVEL II STX GLOCK HOLST	63266	05/28/20	125.25	83053
						<u>135.25</u>	
Total For Check 83053							
Check 83054							
101-400.000-726.000	05/28/20	CURRENT OFFICE SOLUTIONS	PLANNING/ZONING OFFICE SUPPLIES	460567-00	05/28/20	10.58	83054
						<u>10.58</u>	
Total For Check 83054							
Check 83055							

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Invoice Age: Less Than 30 Days							
Check 83055							
101-265.000-801.000	05/28/20	SCOTT A DOLETZKY	BACK FLOW INSPECTIONS - CITY WIDE	05.20.2020	05/28/20	200.00	83055
101-265.000-801.000	05/28/20	SCOTT A DOLETZKY	BACK FLOW INSPECTIONS - CITY WIDE	CB017767	05/28/20	400.00	83055
101-266.000-801.000	05/28/20	SCOTT A DOLETZKY	BACK FLOW INSPECTIONS - CITY WIDE	05.20.2020	05/28/20	50.00	83055
101-276.000-801.000	05/28/20	SCOTT A DOLETZKY	BACK FLOW INSPECTIONS - CITY WIDE	CB017767	05/28/20	100.00	83055
101-756.000-801.000	05/28/20	SCOTT A DOLETZKY	BACK FLOW INSPECTIONS - CITY WIDE	CB017767	05/28/20	100.00	83055
Total For Check 83055						850.00	
Check 83056							
101-301.000-930.000	05/28/20	THAD DOTY	PURCHASE REIMBURSEMENT - DEPARTMENT	201-692741	05/28/20	287.09	83056
Total For Check 83056						287.09	
Check 83057							
633-000.000-111.000	05/28/20	DOUBLE A LAWNSCAPING & SUPPLY	TOP SOIL	35293A	05/28/20	448.00	83057
Total For Check 83057						448.00	
Check 83058							
101-265.000-801.000	05/28/20	EAST 2 WEST ENTERPRISES, INC	STRIP & WAX DISPATCH OFFICE	8681	05/28/20	90.00	83058
Total For Check 83058						90.00	
Check 83059							
640-444.000-730.000	05/28/20	ENVIRONMENTAL PRODUCTS & ACCE	LEADER HOSE, SEWER HOSE MALE	245767	05/28/20	169.04	83059
640-444.000-730.000	05/28/20	ENVIRONMENTAL PRODUCTS & ACCE	LEADER HOSE, SEWER HOSE MALE	245729	05/28/20	71.95	83059
Total For Check 83059						240.99	
Check 83060							
101-265.000-726.000-CV	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	C370793	05/28/20	54.66	83060
101-441.000-726.000	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	C368569	05/28/20	13.99	83060
101-756.000-726.000	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	C370679	05/28/20	27.98	83060
101-756.000-930.000	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	C368569	05/28/20	92.82	83060
101-756.000-930.000	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	A226082	05/28/20	21.86	83060
101-756.000-930.000	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	C368641	05/28/20	20.28	83060
101-756.000-930.000	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	C368693	05/28/20	(11.31)	83060
202-490.000-726.000	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	C369773	05/28/20	21.90	83060
271-790.000-930.000	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	C368693	05/28/20	24.99	83060
640-444.000-730.000	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	C369847	05/28/20	17.17	83060
640-444.000-730.000	05/28/20	GELZER & SON INC	LINERS, PLIERS, CNNECTOR, VALVE, PO	C369876	05/28/20	54.52	83060
Total For Check 83060						338.86	
Check 83062							
202-450.000-726.000	05/28/20	GERKEN MATERIAL, INC	COMMERCIAL TOP ASPHALT, CRUSHED STO	170292	05/28/20	148.24	83062
203-450.000-726.000	05/28/20	GERKEN MATERIAL, INC	COMMERCIAL TOP ASPHALT, CRUSHED STO	170292	05/28/20	818.72	83062
203-450.000-726.000	05/28/20	GERKEN MATERIAL, INC	COMMERCIAL TOP ASPHALT, CRUSHED STO	169913	05/28/20	119.00	83062
633-000.000-111.000	05/28/20	GERKEN MATERIAL, INC	COMMERCIAL TOP ASPHALT, CRUSHED STO	169913	05/28/20	113.93	83062
Total For Check 83062						1,199.89	
Check 83063							
101-295.000-930.000	05/28/20	GREENMARK EQUIPMENT	REPAIRS & MAINTENANCE FOR JOHN DEER	P13350	05/28/20	212.55	83063
640-444.000-730.000	05/28/20	GREENMARK EQUIPMENT	OIL & FILTER	P13151	05/28/20	100.34	83063
Total For Check 83063						312.89	
Check 83064							
588-588.000-801.000	05/28/20	GRIFFITHS MECHANICAL	SPRING PREVENTATIVE MAINTENANCE - D.	SD281	05/28/20	130.00	83064
Total For Check 83064						130.00	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/15/2020 - 05/28/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GC

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83065							
101-265.000-726.000	05/28/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	573	05/28/20	14.25	83065
101-265.000-726.000	05/28/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	857	05/28/20	14.25	83065
101-295.000-726.000	05/28/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	857	05/28/20	4.75	83065
101-441.000-726.000	05/28/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	573	05/28/20	9.50	83065
101-441.000-726.000	05/28/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	857	05/28/20	9.50	83065
588-588.000-726.000	05/28/20	HEFFERNAN SOFT WATER SERVICE	WATER DELIVERY SERVICE	894	05/28/20	4.75	83065
						57.00	
Total For Check 83065							
Check 83066							
203-450.000-801.000	05/28/20	HOOP LAWN & SNOW, LLC	DUST CONTROL - MARION STREET	050820CH	05/28/20	500.00	83066
						500.00	
Total For Check 83066							
Check 83067							
640-444.000-730.000	05/28/20	JACKSON TRUCK SERVICE INC	FILTERS,	PC001332955:01	05/28/20	20.11	83067
640-444.000-730.000	05/28/20	JACKSON TRUCK SERVICE INC	FILTERS,	PC001332989:01	05/28/20	7.64	83067
640-444.000-730.000	05/28/20	JACKSON TRUCK SERVICE INC	FILTERS,	PC001332286:01	05/28/20	13.57	83067
						41.32	
Total For Check 83067							
Check 83068							
101-441.000-955.441	05/28/20	JACOB HAMMEL	BOOT REIMBURSEMENT	651820	05/28/20	158.99	83068
						158.99	
Total For Check 83068							
Check 83069							
101-175.000-806.002	05/28/20	KREIS, ENDERLE HUDGINS & BORSCH	ATTY FEES - MTT APPEALS	314448 TGK	05/28/20	4,458.10	83069
						4,458.10	
Total For Check 83069							
Check 83070							
101-276.000-801.000	05/28/20	LAPEW SANITATION SERVICE	PORTABLE RESTROOM RENTALS	910	05/28/20	96.36	83070
101-756.000-801.000	05/28/20	LAPEW SANITATION SERVICE	PORTABLE RESTROOM RENTALS	910	05/28/20	963.64	83070
						1,060.00	
Total For Check 83070							
Check 83071							
101-276.000-801.000	05/28/20	JAMES LITTLELY	COLUMBARIUM SHUTTER ENGRAVING - END 20-113		05/28/20	100.00	83071
						100.00	
Total For Check 83071							
Check 83072							
101-295.000-726.000	05/28/20	MARKET HOUSE	AIR FRESHNERS, ICE AND POP	118989	05/28/20	58.01	83072
						58.01	
Total For Check 83072							
Check 83073							
101-276.000-930.000	05/28/20	MID-CITY SUPPLY CO. INC	REPAIR KIT WITH SEALS - OAK GROVE B.	S3861956.001	05/28/20	209.68	83073
						209.68	
Total For Check 83073							
Check 83074							
101-000.000-123.000	05/28/20	MML WORKERS 'COMP FUND	WORKERS COMPENSATION FUND 7/01/2020	10965205-CITY	05/28/20	15,841.27	83074
208-000.000-123.000	05/28/20	MML WORKERS 'COMP FUND	WORKERS COMPENSATION FUND 7/01/2020	10965205-CITY	05/28/20	1,466.00	83074
271-000.000-123.000	05/28/20	MML WORKERS 'COMP FUND	WORKERS COMPENSATION FUND 7/01/2020	10965205-CITY	05/28/20	162.00	83074
588-000.000-123.000	05/28/20	MML WORKERS 'COMP FUND	WORKERS COMPENSATION FUND 7/01/2020	10965205-CITY	05/28/20	2,009.94	83074
640-000.000-123.000	05/28/20	MML WORKERS 'COMP FUND	WORKERS COMPENSATION FUND 7/01/2020	10965205-CITY	05/28/20	1,184.00	83074
699-000.000-123.000	05/28/20	MML WORKERS 'COMP FUND	WORKERS COMPENSATION FUND 7/01/2020	10965205-CITY	05/28/20	10,430.00	83074
						31,093.21	
Total For Check 83074							
Check 83075							
202-460.000-801.000	05/28/20	MODERN WASTE SYSTEMS	SPRING LEAF COLLECTION	05.15.2020	05/28/20	3,250.00	83075

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83075							
203-460.000-801.000	05/28/20	MODERN WASTE SYSTEMS	SPRING LEAF COLLECTION	05.15.2020	05/28/20	3,250.00	83075
						<u>6,500.00</u>	
Total For Check 83075							
Check 83076							
640-444.000-730.000	05/28/20	NORM'S TIRE & SERVICE	TIRES	760	05/28/20	939.88	83076
						<u>939.88</u>	
Total For Check 83076							
Check 83077							
640-444.000-801.301	05/28/20	NORM'S TIREMAN	ONE GOODYEAR-EAGLE RSA TIRE - UNIT	838	05/28/20	157.43	83077
						<u>157.43</u>	
Total For Check 83077							
Check 83078							
101-301.000-742.000	05/28/20	NYE UNIFORM COMPANY	S/S SHIRTS/PANTS - M. JUNE - E. GIA	738044	05/28/20	219.96	83078
101-301.000-742.000	05/28/20	NYE UNIFORM COMPANY	S/S SHIRTS/PANTS - M. JUNE - E. GIA	734850	05/28/20	84.50	83078
						<u>304.46</u>	
Total For Check 83078							
Check 83079							
640-444.000-801.301	05/28/20	PARNEY'S CAR CARE	OIL CHANGE - UNIT 2-2 (17 EXPLORER)	65627	05/28/20	37.00	83079
						<u>37.00</u>	
Total For Check 83079							
Check 83080							
101-336.000-730.000	05/28/20	PERFORMANCE AUTOMOTIVE	STABILUS UNIVERSAL LIFT SUPPORT	10284-1319862	05/28/20	25.14	83080
588-588.000-730.000	05/28/20	PERFORMANCE AUTOMOTIVE	SILICONE, COUPLER, SEALER, BATTERIES	10284-1319659	05/28/20	288.37	83080
588-588.000-730.000	05/28/20	PERFORMANCE AUTOMOTIVE	SILICONE, COUPLER, SEALER, BATTERIES	10284-1319668	05/28/20	(3.00)	83080
588-588.000-730.000	05/28/20	PERFORMANCE AUTOMOTIVE	SILICONE, COUPLER, SEALER, BATTERIES	10284-1320636	05/28/20	38.29	83080
588-588.000-730.000	05/28/20	PERFORMANCE AUTOMOTIVE	SILICONE, COUPLER, SEALER, BATTERIES	10284-1320767	05/28/20	60.93	83080
640-444.000-726.000	05/28/20	PERFORMANCE AUTOMOTIVE	SILICONE, COUPLER, SEALER, BATTERIES	10284-1319898	05/28/20	13.18	83080
640-444.000-726.000	05/28/20	PERFORMANCE AUTOMOTIVE	SILICONE, COUPLER, SEALER, BATTERIES	10284-1320488	05/28/20	9.98	83080
640-444.000-730.000	05/28/20	PERFORMANCE AUTOMOTIVE	SILICONE, COUPLER, SEALER, BATTERIES	10284-1320001	05/28/20	36.19	83080
						<u>469.08</u>	
Total For Check 83080							
Check 83082							
101-756.000-726.000	05/28/20	PHILLIPS STEEL CORPORATION	STEEL PLATE, TUBING - DNR BOAT LAUN	271640	05/28/20	157.80	83082
						<u>157.80</u>	
Total For Check 83082							
Check 83083							
101-172.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	1,904.88	83083
101-209.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	476.22	83083
101-215.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	1,428.66	83083
101-219.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	2,571.58	83083
101-295.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	1,142.92	83083
101-301.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	14,762.78	83083
101-336.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	2,381.10	83083
101-400.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	1,428.66	83083
101-441.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	1,142.92	83083
101-447.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	476.22	83083
208-751.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	1,142.92	83083
271-790.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	476.22	83083
588-588.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	3,428.76	83083
640-444.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	1,904.88	83083
699-441.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000627	05/28/20	8,476.70	83083
						<u>43,145.42</u>	
Total For Check 83083							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 83085							
101-441.000-955.441	05/28/20	RON SHAW	BOOT REIMBURSEMENT	11.04.2019	05/28/20	56.05	83085
Total For Check 83085						56.05	
Check 83086							
101-301.000-955.221	05/28/20	DUSTIN SIMS	REIMBURSEMENT OF PAID INVOICE FOR D:0600328021400		05/28/20	120.19	83086
Total For Check 83086						120.19	
Check 83087							
101-441.000-810.000	05/28/20	STATE OF MICHIGAN	REGISTERED FORESTER FEE	05.15.2020	05/28/20	200.00	83087
Total For Check 83087						200.00	
Check 83088							
101-276.000-801.000	05/28/20	DAVID STIDHAM	TREE REMOVALS	05.27.2020	05/28/20	850.00	83088
203-470.000-801.000	05/28/20	DAVID STIDHAM	TREE REMOVALS	05.27.2020	05/28/20	300.00	83088
203-470.000-801.000	05/28/20	DAVID STIDHAM	TREE REMOVALS	05-27-2020	05/28/20	900.00	83088
Total For Check 83088						2,050.00	
Check 83089							
101-265.000-801.000	05/28/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0091218	05/28/20	15.51	83089
101-265.000-801.000	05/28/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0091798	05/28/20	15.51	83089
101-441.000-742.000	05/28/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0091217	05/28/20	22.86	83089
101-441.000-742.000	05/28/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0091797	05/28/20	22.86	83089
101-441.000-801.000	05/28/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0091217	05/28/20	36.04	83089
101-441.000-801.000	05/28/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0091797	05/28/20	36.04	83089
101-441.000-955.441	05/28/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0090371	05/28/20	20.80	83089
101-441.000-955.441	05/28/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0090370	05/28/20	15.80	83089
588-588.000-801.000	05/28/20	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	154 0091805	05/28/20	35.75	83089
640-444.000-742.000	05/28/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0091217	05/28/20	11.16	83089
640-444.000-742.000	05/28/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0091797	05/28/20	11.16	83089
640-444.000-801.000	05/28/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0091217	05/28/20	19.82	83089
640-444.000-801.000	05/28/20	UNIFIRST CORP	RUGS/UNIFORMS - DPS	154 0091797	05/28/20	19.82	83089
Total For Check 83089						283.13	
Check 83091							
633-000.000-111.000	05/28/20	UNIQUE PAVING MATERIALS	UPM COLD MIX	52577	05/28/20	2,441.18	83091
Total For Check 83091						2,441.18	
Total For Age Less Than 30 Days						167,989.73	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/15/2020 - 05/28/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #	
Fund Totals:								
			Fund 101 GENERAL FUND			103,943.81		
			Fund 202 MAJOR ST./TRUNKLINE FUND			4,625.60		
			Fund 203 LOCAL ST. FUND			6,670.22		
			Fund 208 RECREATION FUND			3,086.34		
			Fund 247 TAX INCREMENT FINANCE ATH.			94.89		
			Fund 271 LIBRARY FUND			1,706.67		
			Fund 481 AIRPORT IMPROVEMENT FUND			12,330.21		
			Fund 588 DIAL-A-RIDE FUND			6,818.00		
			Fund 633 PUBLIC SERVICES INV. FUND			3,584.41		
			Fund 640 REVOLVING MOBILE EQUIP. FUND			5,640.39		
			Fund 699 DPS LEAVE AND BENEFITS FUND			19,489.19		
Total For All Funds:							167,989.73	
--- TOTALS BY GL DISTRIBUTION ---								
		101-000.000-123.000	PREPAID EXPENSES			15,841.27		
		101-000.000-228.003	DUE TO MMERS-RETIREMENT CONT.			7,489.01		
		101-172.000-715.000	HEALTH AND LIFE INSURANCE			1,933.76		
		101-172.000-716.000	RETIREMENT			888.00		
		101-172.000-721.000	DISABILITY INSURANCE			67.32		
		101-172.000-861.000	TRAINING & SEMINARS			650.00		
		101-174.000-715.000	HEALTH AND LIFE INSURANCE			7.22		
		101-174.000-716.000	RETIREMENT			358.23		
		101-174.000-721.000	DISABILITY INSURANCE			8.00		
		101-175.000-806.002	LEGAL SERVICES - TAX CASES			4,458.10		
		101-175.000-955.101	MISC. - DOMESTIC HARMONY			6,000.00		
		101-209.000-715.000	HEALTH AND LIFE INSURANCE			505.10		
		101-209.000-716.000	RETIREMENT			570.83		
		101-209.000-721.000	DISABILITY INSURANCE			47.26		
		101-215.000-715.000	HEALTH AND LIFE INSURANCE			1,443.10		
		101-215.000-716.000	RETIREMENT			369.61		
		101-215.000-721.000	DISABILITY INSURANCE			16.53		
		101-215.000-726.000	SUPPLIES			87.53		
		101-215.000-734.000	POSTAGE			17.75		
		101-215.000-801.000	CONTRACTUAL SERVICES			64.95		
		101-219.000-715.000	HEALTH AND LIFE INSURANCE			2,600.46		
		101-219.000-716.000	RETIREMENT			624.09		
		101-219.000-721.000	DISABILITY INSURANCE			52.65		
		101-253.000-716.000	RETIREMENT			42.00		
		101-253.000-734.000	POSTAGE			5.10		
		101-265.000-726.000	SUPPLIES			32.42		
		101-265.000-726.000-CV	SUPPLIES			54.66		
		101-265.000-801.000	CONTRACTUAL SERVICES			721.02		
		101-265.000-801.000-CV	CONTRACTUAL SERVICES			51.88		
		101-265.000-920.000	UTILITIES			950.16		
		101-265.000-925.000	TELEPHONE			181.36		
		101-266.000-801.000	CONTRACTUAL SERVICES			50.00		
		101-266.000-920.000	UTILITIES			198.92		
		101-276.000-801.000	CONTRACTUAL SERVICES			1,146.36		
		101-276.000-920.000	UTILITIES			66.93		
		101-276.000-930.000	REPAIRS & MAINTENANCE			209.68		
		101-295.000-715.000	HEALTH AND LIFE INSURANCE			1,157.36		
		101-295.000-721.000	DISABILITY INSURANCE			16.49		
		101-295.000-726.000	SUPPLIES			62.76		
		101-295.000-740.000	FUEL AND LUBRICANTS			233.09		
		101-295.000-801.000	CONTRACTUAL SERVICES			950.00		
		101-295.000-920.000	UTILITIES			621.84		
		101-295.000-930.000	REPAIRS & MAINTENANCE			212.55		

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		101-301.000-715.000	HEALTH AND LIFE INSURANCE			14,979.38	
		101-301.000-716.000	RETIREMENT			15,836.98	
		101-301.000-721.000	DISABILITY INSURANCE			317.15	
		101-301.000-726.000	SUPPLIES			3,602.23	
		101-301.000-742.000	CLOTHING / UNIFORMS			429.71	
		101-301.000-930.000	REPAIRS & MAINTENANCE			287.09	
		101-301.000-955.221	MISC - PHYSICAL EXAMINATIONS			120.19	
		101-336.000-715.000	HEALTH AND LIFE INSURANCE			2,424.42	
		101-336.000-716.000	RETIREMENT			2,270.53	
		101-336.000-721.000	DISABILITY INSURANCE			61.59	
		101-336.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			25.14	
		101-336.000-920.000	UTILITIES			501.87	
		101-400.000-715.000	HEALTH AND LIFE INSURANCE			1,450.32	
		101-400.000-716.000	RETIREMENT			296.01	
		101-400.000-721.000	DISABILITY INSURANCE			27.23	
		101-400.000-726.000	SUPPLIES			10.58	
		101-441.000-715.000	HEALTH AND LIFE INSURANCE			1,171.80	
		101-441.000-716.000	RETIREMENT			947.42	
		101-441.000-721.000	DISABILITY INSURANCE			46.02	
		101-441.000-726.000	SUPPLIES			153.23	
		101-441.000-742.000	CLOTHING / UNIFORMS			45.72	
		101-441.000-801.000	CONTRACTUAL SERVICES			128.24	
		101-441.000-810.000	DUES AND SUBSCRIPTIONS			200.00	
		101-441.000-920.000	UTILITIES			396.32	
		101-441.000-955.441	MISCELLANEOUS - SHOE ALLOWANC			251.64	
		101-447.000-715.000	HEALTH AND LIFE INSURANCE			490.66	
		101-447.000-721.000	DISABILITY INSURANCE			38.47	
		101-448.000-920.202	UTILITIES - MAJOR STREETS			4,313.56	
		101-448.000-920.203	UTILITIES - LOCAL STREETS			296.49	
		101-756.000-726.000	SUPPLIES			196.76	
		101-756.000-801.000	CONTRACTUAL SERVICES			1,063.64	
		101-756.000-920.000	UTILITIES			367.36	
		101-756.000-930.000	REPAIRS & MAINTENANCE			130.71	
		202-450.000-726.000	SUPPLIES			555.74	
		202-460.000-801.000	CONTRACTUAL SERVICES			3,250.00	
		202-490.000-726.000	SUPPLIES			21.90	
		202-490.000-920.000	UTILITIES			379.83	
		202-490.500-920.000	UTILITIES			418.13	
		203-450.000-726.000	SUPPLIES			1,645.22	
		203-450.000-801.000	CONTRACTUAL SERVICES			500.00	
		203-460.000-801.000	CONTRACTUAL SERVICES			3,250.00	
		203-470.000-801.000	CONTRACTUAL SERVICES			1,200.00	
		203-480.000-920.000	UTILITIES			49.50	
		203-490.000-726.000	SUPPLIES			25.50	
		208-000.000-123.000	PREPAID EXPENSES			1,466.00	
		208-751.000-715.000	HEALTH AND LIFE INSURANCE			1,157.36	
		208-751.000-716.000	RETIREMENT			439.52	
		208-751.000-721.000	DISABILITY INSURANCE			23.46	
		247-900.000-920.000	UTILITIES			94.89	
		271-000.000-123.000	PREPAID EXPENSES			162.00	
		271-790.000-715.000	HEALTH AND LIFE INSURANCE			505.10	
		271-790.000-721.000	DISABILITY INSURANCE			33.74	
		271-790.000-920.000	UTILITIES			764.71	
		271-790.000-930.000	REPAIRS & MAINTENANCE			24.99	
		271-790.000-982.000	BOOKS			216.13	
		481-900.000-740.295	FUEL AND LUBRICANTS - AVIATIO			12,330.21	
		588-000.000-123.000	PREPAID EXPENSES			2,009.94	
		588-588.000-715.000	HEALTH AND LIFE INSURANCE			3,486.52	
		588-588.000-716.000	RETIREMENT			328.54	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 05/15/2020 - 05/28/2020
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GC

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		588-588.000-721.000	DISABILITY INSURANCE			63.85	
		588-588.000-726.000	SUPPLIES			4.75	
		588-588.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			384.59	
		588-588.000-801.000	CONTRACTUAL SERVICES			165.75	
		588-588.000-920.000	UTILITIES			374.06	
		633-000.000-111.000	INVENTORY - MAT. AND SUPPLIES			3,584.41	
		640-000.000-123.000	PREPAID EXPENSES			1,184.00	
		640-444.000-715.000	HEALTH AND LIFE INSURANCE			1,933.76	
		640-444.000-716.000	RETIREMENT			347.51	
		640-444.000-721.000	DISABILITY INSURANCE			37.72	
		640-444.000-726.000	SUPPLIES			80.65	
		640-444.000-730.000	VEH./EQUIP. MAINT. SUPPLIES			1,430.41	
		640-444.000-742.000	CLOTHING / UNIFORMS			22.32	
		640-444.000-801.000	CONTRACTUAL SERVICES			39.64	
		640-444.000-801.301	POLICE VEHICLE REPAIR			194.43	
		640-444.000-920.000	UTILITIES			369.95	
		699-000.000-123.000	PREPAID EXPENSES			10,430.00	
		699-441.000-715.000	HEALTH AND LIFE INSURANCE			8,592.22	
		699-441.000-716.000	RETIREMENT			329.21	
		699-441.000-721.000	DISABILITY INSURANCE			137.76	

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 111							
582-000.000-110.000	05/28/20	BUSINESS CARD	POLYESTER COMPOSITE DOUBLE BRAID RO	8654	05/28/20	295.87	111
590-546.000-930.000	05/28/20	BUSINESS CARD	GWS SPRING FOR SMALL CAMERA	9976	05/28/20	91.50	111
Total For Check 111						387.37	
Check 112							
582-000.000-228.100	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15	05/28/20	7,312.16	112
582-175.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15	05/28/20	10,562.65	112
590-175.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15	05/28/20	4,099.07	112
591-175.000-716.000	05/28/20	MERS	RETIREMENT CONTRIBUTIONS - 300101	00107265-15	05/28/20	3,499.28	112
Total For Check 112						25,473.16	
Check 113							
582-175.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	BPU - 20894	05/28/20	209.38	113
582-175.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	BPU - 20894	05/28/20	394.65	113
590-175.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	BPU - 20894	05/28/20	236.40	113
591-175.000-715.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	BPU - 20894	05/28/20	61.37	113
591-175.000-721.000	05/28/20	SUN LIFE ASSURANCE COMPANY	INSURANCE CLIENT 020894	BPU - 20894	05/28/20	100.95	113
Total For Check 113						1,002.75	
Check 72656							
582-000.000-158.000-19	05/15/20	KENDALL ELECTRIC	URD WIRE FOR NORTH STREET	S109107919.001	05/15/20	3,869.58	72656
Total For Check 72656						3,869.58	
Check 72657							
582-544.000-726.800	05/15/20	POWERLINE SUPPLY	6 TON CRIMPER	56467619	05/15/20	1,049.48	72657
Total For Check 72657						1,049.48	
Check 72658							
582-544.000-740.000	05/15/20	WATKINS OIL COMPANY	FUEL PURCHASES	000090-2012101	05/15/20	417.83	72658
590-547.000-740.000	05/15/20	WATKINS OIL COMPANY	FUEL PURCHASES	000090-2012101	05/15/20	36.76	72658
591-544.000-740.000	05/15/20	WATKINS OIL COMPANY	FUEL PURCHASES	000090-2012101	05/15/20	158.90	72658
Total For Check 72658						613.49	
Check 72659							
582-175.000-925.000	05/18/20	VERIZON WIRELESS	CELL PHONES	9853723095	05/18/20	611.63	72659
590-175.000-925.000	05/18/20	VERIZON WIRELESS	CELL PHONES	9853723095	05/18/20	155.15	72659
591-175.000-925.000	05/18/20	VERIZON WIRELESS	CELL PHONES	9853723095	05/18/20	155.14	72659
Total For Check 72659						921.92	
Check 72660							
590-547.000-970.000-19	05/19/20	FOULKE CONSTRUCTION	WWTP HVAC APPLICATION 7	05.19.2020	05/19/20	50,490.00	72660
Total For Check 72660						50,490.00	
Check 72661							
582-000.000-202.000	05/19/20	VANWOERT, ANGELA M	UB refund for account: 030399	05/19/2020	05/28/20	151.04	72661
Total For Check 72661						151.04	
Check 72662							
582-543.000-925.000	05/28/20	ACD	PHONE SYSTEM - PP	11061-104	05/28/20	136.52	72662
Total For Check 72662						136.52	
Check 72663							
582-000.000-202.000	05/28/20	ALANIZ, LINDA M	UB refund for account: 018948	05/28/2020	05/28/20	33.50	72663

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72663							
						Total For Check 72663	33.50
Check 72664							
582-544.000-730.000	05/28/20	ALTEC NUECO	ANNUAL PM AND DIELEC 39-02	50543731	05/28/20	903.43	72664
582-544.000-730.000	05/28/20	ALTEC NUECO	ANNUAL INSPECTION 39-04	50537288	05/28/20	929.00	72664
						Total For Check 72664	1,832.43
Check 72665							
582-000.000-202.000	05/18/20	APPLE RUN APTS HILLSDALE LLC	UB refund for account: 026250	05/18/2020	05/28/20	42.69	72665
						Total For Check 72665	42.69
Check 72666							
582-175.000-880.000	05/28/20	CHESTNEY PUBLISHING	JULY/AUGUST SIMPLY HERS	9992	05/28/20	25.00	72666
590-175.000-880.000	05/28/20	CHESTNEY PUBLISHING	JULY/AUGUST SIMPLY HERS	9992	05/28/20	12.50	72666
591-175.000-880.000	05/28/20	CHESTNEY PUBLISHING	JULY/AUGUST SIMPLY HERS	9992	05/28/20	12.50	72666
						Total For Check 72666	50.00
Check 72667							
582-175.000-930.000	05/28/20	CINTAS CORPORATION	MATT'S	4051454220	05/28/20	20.00	72667
582-175.000-930.000	05/28/20	CINTAS CORPORATION	MATT'S	4050872625	05/28/20	20.00	72667
590-175.000-930.000	05/28/20	CINTAS CORPORATION	MATT'S	4051454220	05/28/20	10.00	72667
590-175.000-930.000	05/28/20	CINTAS CORPORATION	MATT'S	4050872625	05/28/20	10.00	72667
591-175.000-930.000	05/28/20	CINTAS CORPORATION	MATT'S	4051454220	05/28/20	10.00	72667
591-175.000-930.000	05/28/20	CINTAS CORPORATION	MATT'S	4050872625	05/28/20	10.00	72667
						Total For Check 72667	80.00
Check 72668							
590-000.000-214.101	05/28/20	CITY OF HILLSDALE	DUE TO GENERAL FUND	05.27.2020	05/28/20	145.44	72668
591-000.000-214.101	05/28/20	CITY OF HILLSDALE	DUE TO GENERAL FUND	05.27.2020	05/28/20	9.77	72668
						Total For Check 72668	155.21
Check 72669							
582-000.000-202.000	05/28/20	DOTY, KAREN S	UB refund for account: 022526	05/28/2020	05/28/20	14.17	72669
590-000.000-202.000	05/28/20	DOTY, KAREN S	UB refund for account: 022526	05/28/2020	05/28/20	11.57	72669
591-000.000-202.000	05/28/20	DOTY, KAREN S	UB refund for account: 022526	05/28/2020	05/28/20	9.92	72669
						Total For Check 72669	35.66
Check 72670							
582-544.000-726.800	05/28/20	FAMILY FARM & HOME	BATTERIES FOR LOCATOR	000637/W	05/28/20	35.98	72670
						Total For Check 72670	35.98
Check 72671							
582-543.000-801.000	05/28/20	JOHNSON CONTROLS SECURITY SOLU	QUARTERLY LEASE	34149895/3371349:	05/28/20	1,340.17	72671
						Total For Check 72671	1,340.17
Check 72672							
582-000.000-202.000	05/28/20	KOCH, HOLLY A	UB refund for account: 012459	05/28/2020	05/28/20	171.00	72672
						Total For Check 72672	171.00
Check 72673							
582-000.000-202.000	05/28/20	MCLOVE, NICHOLAS R	UB refund for account: 025299	05/28/2020	05/28/20	95.25	72673
						Total For Check 72673	95.25
Check 72674							
582-000.000-202.000	05/14/20	MEISTER, KATIE J	UB refund for account: 026503	05/14/2020	05/28/20	13.85	72674

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72674							
590-000.000-202.000	05/14/20	MEISTER, KATIE J	UB refund for account: 026503	05/14/2020	05/28/20	14.22	72674
591-000.000-202.000	05/14/20	MEISTER, KATIE J	UB refund for account: 026503	05/14/2020	05/28/20	10.93	72674
						39.00	
Total For Check 72674							
Check 72675							
582-175.000-920.400	05/28/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2953488313	05/28/20	20.12	72675
582-175.000-920.400	05/28/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2953496967	05/28/20	59.33	72675
582-543.000-920.400	05/28/20	MICH GAS UTILITIES	GAS USAGE FOR APRIL	2960092714	05/28/20	681.08	72675
582-543.000-920.400	05/28/20	MICH GAS UTILITIES	GAS USAGE FOR APRIL	295633610	05/28/20	38.27	72675
590-175.000-920.400	05/28/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2953488313	05/28/20	10.06	72675
590-175.000-920.400	05/28/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2953496967	05/28/20	29.66	72675
591-175.000-920.400	05/28/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2953488313	05/28/20	10.05	72675
591-175.000-920.400	05/28/20	MICH GAS UTILITIES	NATURAL GAS UTILITY	2953496967	05/28/20	29.66	72675
						878.23	
Total For Check 72675							
Check 72676							
582-000.000-123.000	05/28/20	MML WORKERS 'COMP FUND	COMPENSATION FUND 7/1/2020 TO 7/1/2	10965205-BPU	05/28/20	6,164.37	72676
590-000.000-123.000	05/28/20	MML WORKERS 'COMP FUND	COMPENSATION FUND 7/1/2020 TO 7/1/2	10965205-BPU	05/28/20	1,973.71	72676
591-000.000-123.000	05/28/20	MML WORKERS 'COMP FUND	COMPENSATION FUND 7/1/2020 TO 7/1/2	10965205-BPU	05/28/20	2,553.71	72676
						10,691.79	
Total For Check 72676							
Check 72677							
582-000.000-202.000	05/28/20	ORANGE, BRANDY S	UB refund for account: 019385	05/28/2020	05/28/20	141.00	72677
						141.00	
Total For Check 72677							
Check 72678							
582-000.000-202.000	05/14/20	PANAGGIO, CHRISTINA L	UB refund for account: 014634	05/14/2020	05/28/20	104.34	72678
						104.34	
Total For Check 72678							
Check 72679							
582-000.000-110.000	05/28/20	POWERLINE SUPPLY	INVENTORY	5466105	05/28/20	353.55	72679
582-000.000-110.000	05/28/20	POWERLINE SUPPLY	INVENTORY	56466106	05/28/20	69.80	72679
582-000.000-110.000	05/28/20	POWERLINE SUPPLY	INVENTORY	56464338	05/28/20	117.24	72679
582-000.000-110.000	05/28/20	POWERLINE SUPPLY	6 SOL WIRE FOR INVENTORY	56469606	05/28/20	548.48	72679
582-000.000-158.000-20	05/28/20	POWERLINE SUPPLY	SECONDARY PEDS	56467721	05/28/20	1,245.72	72679
582-544.000-930.000	05/28/20	POWERLINE SUPPLY	BURNDY K2A36U	56467723	05/28/20	163.44	72679
						2,498.23	
Total For Check 72679							
Check 72680							
582-175.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000625	05/28/20	15,381.89	72680
590-175.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000625	05/28/20	6,786.10	72680
591-175.000-715.000	05/28/20	PRIORITY HEALTH	HEALTH INSURANCE GROUP 791487	201360000625	05/28/20	4,976.51	72680
						27,144.50	
Total For Check 72680							
Check 72681							
582-175.000-726.000	05/28/20	RUPERT'S CULLIGAN	WATER - OFFICE	216944	05/28/20	10.00	72681
590-175.000-726.000	05/28/20	RUPERT'S CULLIGAN	WATER - OFFICE	216944	05/28/20	5.00	72681
591-175.000-726.000	05/28/20	RUPERT'S CULLIGAN	WATER - OFFICE	216944	05/28/20	5.00	72681
						20.00	
Total For Check 72681							
Check 72682							
582-000.000-202.000	05/20/20	SANTOS, ELIZABETH R	UB refund for account: 025284	05/20/2020	05/28/20	73.38	72682
						73.38	
Total For Check 72682							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Invoice Age: Less Than 30 Days							
Check 72683							
582-544.000-930.000	05/28/20	SHERWIN-WILLIAMS	PAINT	2051-9	05/28/20	178.53	72683
						<u>178.53</u>	
Total For Check 72683						178.53	
Check 72684							
590-546.000-930.000	05/28/20	USABLUEBOOK	WWTP LAB, WWTP, WTP, COLLECTIONS EQ	230304	05/28/20	243.40	72684
590-547.000-726.900	05/28/20	USABLUEBOOK	WWTP LAB, WWTP, WTP, COLLECTIONS EQ	230304	05/28/20	352.35	72684
590-547.000-930.000	05/28/20	USABLUEBOOK	WWTP LAB, WWTP, WTP, COLLECTIONS EQ	230304	05/28/20	354.53	72684
591-544.000-930.000	05/28/20	USABLUEBOOK	WWTP LAB, WWTP, WTP, COLLECTIONS EQ	228552	05/28/20	71.90	72684
591-545.000-930.000	05/28/20	USABLUEBOOK	WWTP LAB, WWTP, WTP, COLLECTIONS EQ	230304	05/28/20	530.36	72684
						<u>1,552.54</u>	
Total For Check 72684						1,552.54	
Total For Age Less Than 30 Days						<u>131,288.74</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amountcheck #
Fund Totals:						
			Fund 582 ELECTRIC FUND			54,005.37
			Fund 590 SEWER FUND			65,067.42
			Fund 591 WATER FUND			12,215.95
Total For All Funds:						
						131,288.74
--- TOTALS BY GL DISTRIBUTION ---						
582-000.000-110.000			INVENTORY			1,384.94
582-000.000-123.000			PREPAID EXPENSES			6,164.37
582-000.000-158.000-19			CONSTRUCTION WORK IN PROGRESS			3,869.58
582-000.000-158.000-20			CONSTRUCTION WORK IN PROGRESS			1,245.72
582-000.000-202.000			ACCOUNTS PAYABLE			840.22
582-000.000-228.100			DUE TO MMERS - RETIREMENT CONT. BPU			7,312.16
582-175.000-715.000			HEALTH AND LIFE INSURANCE			15,591.27
582-175.000-716.000			RETIREMENT			10,562.65
582-175.000-721.000			DISABILITY INSURANCE			394.65
582-175.000-726.000			SUPPLIES			10.00
582-175.000-880.000			COMMUNITY PROMOTION			25.00
582-175.000-920.400			UTILITIES - GAS			79.45
582-175.000-925.000			TELEPHONE			611.63
582-175.000-930.000			REPAIRS & MAINTENANCE			40.00
582-543.000-801.000			CONTRACTUAL SERVICES			1,340.17
582-543.000-920.400			UTILITIES - GAS			719.35
582-543.000-925.000			TELEPHONE			136.52
582-544.000-726.800			SUPPLIES - OPERATIONS			1,085.46
582-544.000-730.000			VEH./EQUIP. MAINT. SUPPLIES			1,832.43
582-544.000-740.000			FUEL AND LUBRICANTS			417.83
582-544.000-930.000			REPAIRS & MAINTENANCE			341.97
590-000.000-123.000			PREPAID EXPENSES			1,973.71
590-000.000-202.000			ACCOUNTS PAYABLE			25.79
590-000.000-214.101			DUE TO GENERAL FUND			145.44
590-175.000-715.000			HEALTH AND LIFE INSURANCE			7,022.50
590-175.000-716.000			RETIREMENT			4,099.07
590-175.000-726.000			SUPPLIES			5.00
590-175.000-880.000			COMMUNITY PROMOTION			12.50
590-175.000-920.400			UTILITIES - GAS			39.72
590-175.000-925.000			TELEPHONE			155.15
590-175.000-930.000			REPAIRS & MAINTENANCE			20.00
590-546.000-930.000			REPAIRS & MAINTENANCE			334.90
590-547.000-726.900			SUPPLIES - LABORATORY			352.35
590-547.000-740.000			FUEL AND LUBRICANTS			36.76
590-547.000-930.000			REPAIRS & MAINTENANCE			354.53
590-547.000-970.000-19			CAPITAL OUTLAY			50,490.00
591-000.000-123.000			PREPAID EXPENSES			2,553.71
591-000.000-202.000			ACCOUNTS PAYABLE			20.85
591-000.000-214.101			DUE TO GENERAL FUND			9.77
591-175.000-715.000			HEALTH AND LIFE INSURANCE			5,037.88
591-175.000-716.000			RETIREMENT			3,499.28
591-175.000-721.000			DISABILITY INSURANCE			100.95
591-175.000-726.000			SUPPLIES			5.00
591-175.000-880.000			COMMUNITY PROMOTION			12.50
591-175.000-920.400			UTILITIES - GAS			39.71
591-175.000-925.000			TELEPHONE			155.14
591-175.000-930.000			REPAIRS & MAINTENANCE			20.00
591-544.000-740.000			FUEL AND LUBRICANTS			158.90
591-544.000-930.000			REPAIRS & MAINTENANCE			71.90
591-545.000-930.000			REPAIRS & MAINTENANCE			530.36

CITY COUNCIL MINUTES

City of Hillsdale
Hillsdale Community Library
June 1, 2020
7:00 P.M.

Regular Meeting
ELECTRONIC MEETING (COVID-19)

Call to Order and Pledge of Allegiance

Mayor Adam Stockford opened the meeting with the Pledge of Allegiance.

Roll Call

Mayor Adam Stockford called the meeting to order. Clerk Price took electronic roll call.

Council Members present: Adam Stockford, Mayor
R. Gregory Stuchell, Ward 1
Tony Vear, Ward 1
William Morrissey, Ward 2
Cynthia Pratt, Ward 2
Bruce Sharp, Ward 3
William Zeiser, Ward 3
Raymond Briner, Ward 4
Matthew Bell, Ward 4

Council Members absent: None

Present at Library: David Mackie (City Manager), Brandon Janes (IT Department), Corey Burke (Fire Department), Penny Swan, Karla Shearer, Josiah Livenscott and Kevin Conant.

Present electronically: Katy Price (City Clerk), Attorney John Lovinger, Scott Hephner (Chief of Police/Fire), Jake Hammel (DPS Director), Chris McArthur (BPU Director), Kristin Bauer (City Engineer).

Approval of Agenda

City Manager Mackie requested New Business item C. Traffic Control Order for North Street (Pub n Grub Restaurant/Kevin Conant) be added.

Motion to approve the agenda as amended by Council Member Morrissey, seconded by Council Member Bell.

Roll call:	Mayor Stockford	Aye
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrissey	Aye
	Council Member Zeiser	Aye
	Council Member Sharp	Aye
	Council Member Pratt	Aye
	Council Member Bell	Aye
	Council Member Briner	Aye

Motion passed 9-0.

Public Comment

Penny Swan, 8 S. Manning Street, commented reopening procedures. She suggested add a change to the section about masks that states “masks required” to change to “masks recommended”. She would like to see City Hall open as soon as possible. She is also in favor

for the Right of Way permitting for Pub n Grub Restaurant to help them open for outdoor dining.

Karla Shearer, Hillsdale County, commented on the Hillsdale Business Association Open Air Market which is located at the lower parking lot of the Hillsdale Community Library. Open every Saturday from 8:00 a.m. to 1:00 p.m. through the summer months and closes in October.

Kevin Conant, 45 North Street, commented on the Traffic Control Order for Pub n Grub restaurant. As the owner he would like to see the street closed so he can allow outdoor dining from 5:00 p.m. to 9:00 p.m. Thursday through Sunday during summer months to help offset some financial loss due to the Covid-19 pandemic.

Consent Agenda

A. Approval of Bills

- 1. City Claims of May 14, 2020: \$37,974.00
- 2. BPU Claims of May 14, 2020: \$156,787.58
- 3. Payroll of May 14, 2020: \$172,860.95

B City Council Minutes of May 18, 2020

C. Finance Minutes of May 18, 2020

D. Special Meeting: 2020-21 Budget Public Hearing, May 26, 2020

E. Hillsdale College Commencement Use Agreement

F. HBA: Open Air Market

Motion by Council Member Morrisey, seconded by Council Member Vear to approve the consent agenda as presented.

Roll call:	Mayor Stockford	Aye
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrisey	Aye
	Council Member Zeiser	Aye
	Council Member Sharp	Aye
	Council Member Pratt	Aye
	Council Member Bell	Aye
	Council Member Briner	Aye

Motion passed 9-0.

Communications/Petitions

A. City Treasurer’s Letter

The items of communications were received for informational purposes only.

Introduction and Adoption of Ordinances/Public Hearings

Old Business

New Business

A. Adopt 2020-21 City Budget Resolution(s)

Finance Director Tew reviewed the proposed budget. She mentioned the state revenues will be reduced due to the Covid-19 pandemic so that lead to some reductions in the city’s budget as well and stated the staff put in a lot of time and effort with this budget.

Mayor Stockford asked Tew why the council had to pass the resolutions for the fire department’s public safety millage.

Tew stated that council will vote on the budget resolutions to levy the taxes.

City Manager Mackie stated staff reduced the budget by twenty percent based of the information presented by the state.

Mayor Stockford thanked Tew and the rest of staff on a good budget.

Council member Vear stated that this budget was a lot of work for city staff and thanked them for the efforts on a good budget reflecting most of the council goals.

Council Member Bell expressed his thanks on the hard work and mentioned he was sad about the leaf collection equipment being cut from the budget but understands.

Motion by Council Member Sharp, seconded by Council Member Vear to approve the resolution to levy taxes for FY 2020-2021. **Resolution 3416.**

Roll call:	Mayor Stockford	Aye
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrissey	Aye
	Council Member Zeiser	Aye
	Council Member Sharp	Aye
	Council Member Pratt	Aye
	Council Member Bell	Aye
	Council Member Briner	Aye

Motion passed 9-0.

Motion by Council Member Morrissey, seconded by Council Member Vear to approve the resolution to levy taxes of three mills for sinking fund for FY 2020-2021. **Resolution 3417.**

Roll call:	Mayor Stockford	No
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrissey	Aye
	Council Member Zeiser	No
	Council Member Sharp	Aye
	Council Member Pratt	Aye
	Council Member Bell	No
	Council Member Briner	Aye

Motion passed 6-3.

Motion by Council Member Bell, seconded by Council Member Sharp to approve the resolution to levy taxes of one mill for public safety equipment and capital improvement for FY 2020-2021 **Resolution 3418.**

Roll call:	Mayor Stockford	Aye
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrissey	Aye
	Council Member Zeiser	Aye
	Council Member Sharp	Aye
	Council Member Pratt	Aye
	Council Member Bell	Aye
	Council Member Briner	Aye

Motion passed 9-0.

Motion by Council Member Zeiser, seconded by Council Member Pratt to approve the resolution to adopt the budget for FY 2020-2021 which established the sums as budgeted and appropriated to meet the expenses of the several funds and activities of the city of Hillsdale. **Resolution 3419.**

Roll call:	Mayor Stockford	No
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrissey	Aye
	Council Member Zeiser	Aye
	Council Member Sharp	Aye
	Council Member Pratt	Aye
	Council Member Bell	Aye
	Council Member Briner	Aye

Motion passed 8-1.

B. Reopening Procedures Policy

City Manager Mackie reported on the reopening procedures policy that has been presented. He stated legal counsel has reviewed the policy which is being used by other municipalities around the area.

Chief Hephner stated the driving force behind the policy is to keep employees safe. This policy meets the MIOSHA requirements for the city to follow.

Council Member Stuchell stated he is currently working on a policy as well for his workplace. He asked the city attorney if the public is required to wear masks and maintain a six foot distance.

Attorney Lovinger stated that the city would have to make masks and proper PPE available for the employees. He also stated that the public may conduct business online or over the phone. Lovinger mentioned that the latest executive order stated municipal buildings may open for business with the adoption of a reopening policy. He also stated if the policy is delayed it would delay the opening of city hall.

Council member Bell requested to shorten the policy and asked to re-work the policy.

Council member Stuchell stated that the policy was approved by MIOSHA requirements and these procedures need to be followed.

Further council discussion ensued.

Motion by Council Member Sharp, seconded by Council Member Stuchell to adopt the reopening procedures policy.

Roll call:	Mayor Stockford	No
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrissey	No
	Council Member Zeiser	No
	Council Member Sharp	Aye
	Council Member Pratt	No
	Council Member Bell	No
	Council Member Briner	No

Motion fails 3-6.

C Traffic Control Order for North Street (Pub n Grub Restaurant/Kevin Conant)

Council member Bell asked if other business would be able to utilize this for their business.

City Manager Mackie added that the closure of North Street would be from June to September with what Mr. Conant is proposing for his restaurant. The Traffic Control Order would include needing proper signage and barricades along with a use agreement with Pub n Grub. Mackie also suggested some different ideas that could be utilized for Mr. Conant’s request.

DPS director Hammel stated that his concern is lending out barricades as the department is low on its inventory. If other businesses wanted to do the same the department would not have enough barricades to lend.

Council member Bell asked about Mr. Conant’s time line along with asking if he would be able to get some of his own barricades and signage.

Hammel recommended that he check into pricing and working with Mr. Conant to see what signage and barricades he would need to purchase.

Miscellaneous Reports

A. Proclamation – None

B. Appointments- Re-appointment of Amanda Janes, Matt Granata and David Loader to the Brownfield Redevelopment Authority.

Motion by Council member Briner, seconded by Council member Pratt to approve the appointments as presented

Roll call:	Mayor Stockford	Aye
	Council Member Stuchell	Aye
	Council Member Vear	Aye
	Council Member Morrisey	Aye
	Council Member Zeiser	Aye
	Council Member Sharp	Aye
	Council Member Pratt	Aye
	Council Member Bell	Aye
	Council Member Briner	Aye

Motion passed 9-0.

C. Other – None

General Public Comment

Josiah Livenscott, Hillsdale County, cares about the city and the people. Stated we have to remember what the purpose of government is for, it to protect our rights. He discussed current executive orders and what the government has done to the state and it’s citizens.

Penny Swan, 8 S. Manning Street, thanked Council member Bell for the request to reduce the information in the reopening procedures.

City Manager’s Report

Mr. Mackie stated a public service announcement for downtown residents to park in the parking lots and not on the streets to help businesses with customers.

Mr. Mackie stated the library will reopen soon after the library board meets to discuss.

City Manager Mackie is meeting with Michelle Loren Recreation director on summer programs.

The City Council meeting will be held at the library with electronic options until June 30, 2020 as executive order is in place.

Council Comments

Council member Morrisey commented on street barriers and suggested to check with the TIFA board to see if they would be interested in investing in the barriers to help businesses downtown during this time.

Council member Briner commented on the Memorial crosses the Exchange Club puts out and the city working with the Exchange Club.

Council member Bell thanked the Exchange Club for the hard work on the beautiful display of crosses.

Mayor Stockford commented on the protests. He mentioned the protests are coming to our area this weekend. He stated peaceful protests are welcome but riots will not be tolerated.

Adjournment

Council Member Sharp, seconded by Council Member Vear moved to adjourn the meeting.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 9: 10 p.m.

Adam L. Stockford, Mayor

Katy Price, City Clerk

CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: City Hall, 97 N. Broad Street, Hillsdale, MI 49242, Conference room

DATE: June 1, 2020

TIME: 5:34 PM

PRESENT

COUNCIL: Bruce Sharp, Ray Briner and Tony Vear

STAFF: David Mackie City Manager, Scott Hepner Police and Fire Chief, Bonnie Tew Finance Director and Tina Bumpus Assistant Finance Director

PUBLIC: None

BOARD OF PUBLIC UTILITIES ACCOUNTS PAYABLE:

Check 112 Monthly amounts put into MERS.

Check 72660 HVAC stands for Heat Ventilation and Air Conditioning. Work done at WWTP.

Check 72664 Annual Safety test for Bucket Trucks.

Check 72679 Secondary Peds for inventory used for Capital Projects.

Check 72684 Supplies for collections to maintain water qualities to meet EPA standards.

Motion by Briner and seconded by Vear Passed 3-0

CITY OF HILLSDALE ACCOUNTS PAYABLE

Check 431 2500 gallons of Low Lead Gas and 4004 gallons of Jet Fuel.

Check 434 Monthly payment to MERS.

Check 83040 This was for Respirators which will block Covid and Fentanyl for our Police and Fire as needed when responding to emergency scenes.

Check 83048 Bulk fuel delivered to the Airport for machinery at the airport.

Check 83056 Was reimbursed for purchase. Allowed up to \$200 per year. The excess reimbursement was for parts, for other guns repaired by him.

Check 83066 Dust control as needed by the city on Marion Street.

Check 83074 Annual payment needed by June 15.

Check 83075 2 days of pick ups. One day for major streets and one for local streets.

Check 83076 For the DPS Truck number 21.

Check 83077 For Police car number 21 replacing a tire.

Check 83088 Tree removal at Oak Grove Cemetery, 318 North West Street, 45 River and 4 East Warren.

Motion by Briner and seconded by Vear Passed 3 to 0

Looked at the Banking RFP Summary for the current City and BPU accounts.

The city can realize savings by transferring BPU's accounts to SMBT.

PUBLIC COMMENT: None

Motion by Sharp and seconded by Vear to adjourn. Passed 3-0

ADJOURNMENT: 6:10PM

Next Meeting

June 15, 2020

Time and Place

To be determined

Minutes prepared by Tony Vear acting secretary.

City of Hillsdale

Agenda Item Summary

Meeting Date: June 15, 2020

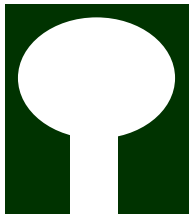
Agenda Item: Consent

SUBJECT: Dixon Engineering Service Agreement for Water Treatment Filter Media Replacement

BACKGROUND PROVIDED BY STAFF:

Dixon Engineering was asked to provide engineering services for the media replacement at the WTP. This project is the continuation of the media replacement for filter #2, by completing filters #1 and #3. This project is technical in nature and requires knowledge of the filter system and needed repairs. Dixon will provide the expertise and documentation for the media replacement and any repairs necessary. This was approved by the BPU Board.

RECOMMENDATION: Staff recommends executing the Professional Service Agreement with Dixon Engineering for the estimated amount of \$10,700, allowing the Director to approve additional charges where required.



DIXON

**ENGINEERING & INSPECTION SERVICES
FOR THE COATING INDUSTRY**

1104 Third Avenue
Lake Odessa, MI 48849
Telephone: (616) 374-3221
Fax: (616) 374-7116

**AGREEMENT BETWEEN OWNER AND DIXON
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of: _____ (“Effective date”) between **City of Hillsdale, Michigan** (“Owner”) and Dixon Engineering, Inc. of Lake Odessa, Michigan (DIXON).

IN WITNESS WHEREOF, the (“Owner”) and (“DIXON”) have executed this Agreement. The Owners Project, of which DIXON’s Services under this Agreement are a part, is generally identified as follows: **Study and Report Phase, Wet Interior, and Exterior Coating Observations on the Iron Removal Filter Tanks 1 & 3** (“Project”).

Other terms used in this Agreement are defined in EXHIBIT GP and EJCDC C-700-18®, Standard General Conditions of the Construction Contract, incorporated by reference into this Agreement.

This service fee is the Estimated Amount **\$10,700.**

Proposals / Agreement Signatures

Eric Binkowski, Project Manager May 19, 2020
PROPOSED by DIXON (Not a contract until approved by Project Manager or Officer) PROPOSAL DATE

CONTRACT APPROVED BY OWNER	POSITION	DATE
Co SIGNATURE (if required)	POSITION	DATE
AGREEMENT APPROVED by DIXON	POSITION	DATE

With the execution of this Agreement, DIXON and Owner shall designate specific individuals to act as DIXON’s and Owner’s representatives with respect to the services to be performed or furnished by DIXON and responsibilities of Owner under this Agreement, said individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party whom the individual represents.

Designated Person: Kristen Bauer, City Engineer
Address for Owner’s receipt of notices:
City of Hillsdale
97 N. Broad St.
Hillsdale, MI 49242
Email: kbaue@cityofhillsdale.org

Designated Person: Eric Binkowski
Address for DIXON’s receipt of notices:
Dixon Engineering, Inc.
1104 Third Ave.
Lake Odessa, MI 48849
Email: eric.binkowski@dixonengineering.net

Any notice required under this Agreement shall be in writing, addressed to the Designated Contract Person at its address on this signature page, or given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices be shall effective upon the date of receipt.

Owner and DIXON further agree as follows:

ARTICLE 1 SERVICES OF DIXON

1.01 DIXON shall provide or cause to be provided:

- A. Contract and Project Management (Basic) Services: EXHIBIT A Part 1
- B. Resident Project Representative (RPR): EXHIBIT A Part 1
- C. Other Services: Services beyond the scope of Exhibit A are Additional Services.

ARTICLE 2 OWNER'S RESPONSIBILITIES

2.01 Owner shall provide or cause to be provided:

- A. Responsibilities set forth in Exhibit A, Part 1, Section C of each phase.
- B. Owner shall arrange for safe access to and make all provisions for DIXON to enter upon public and private property as required for DIXON to perform services under the agreement.

ARTICLE 3 SCHEDULE FOR RENDERING SERVICES

3.01 Commencement:

- A. DIXON is authorized to begin rendering services as of the Effective Date or mutually agreeable date.
- B. DIXON shall complete its obligations within a reasonable time. If a specific period of time for rendering services, or specific dates by which services are to be completed are required, the dates are provided in Exhibit A, and are hereby agreed to be reasonable.

ARTICLE 4 INVOICES AND PAYMENTS – PER EXHIBIT C

ARTICLE 5 OPINIONS OF COST – GENERAL PROVISIONS PER EXHIBIT GP

ARTICLE 6 GENERAL PROVISIONS PER EXHIBIT GP

ARTICLE 7 DEFINITIONS

- A. Whenever used in this Agreement (including the Exhibits hereto) terms (including the singular and plural forms) printed with initial capital letters have the same meanings indicated in the Construction Contract Documents, EJCDC C-700 18.
- B. Additional definitions pertinent to invoicing or payment can be found in Exhibit C.

ARTICLE 8 EXHIBITS AND SPECIAL PROVISIONS

- A. EXHIBITS Included:
 - 1. EXHIBIT A, DIXON's Services and Owner's Responsibilities.
 - 2. EXHIBIT C, Basis of Fees, Invoicing, and Payment Matters.
 - 3. EXHIBIT C, Attachments C-1 and C-2.
 - 4. EXHIBIT GP, General Provisions from the Agreement and Exhibits.
 - 5. EXHIBIT I, Insurance and Limits of Liability.
- B. EXHIBITS to be added as needed:
 - 1. EXHIBIT J, Special Provisions. Services added at/before Effective date (included in original Agreement sometimes referred to as an Addendum).
 - 2. EXHIBIT K, Amendment to Owner-DIXON Agreement for Services added or changed after effective date of this Agreement or for clarification if requested.
- C. EXHIBITS B, D, F, and H merged with other Exhibits or not used.

ARTICLE 9 MISCELLANEOUS PROVISIONS

9.00 Items that pertain to the legal terms of this Agreement. All General Provisions from Article 6 are in Exhibit GP. Those provisions refer mostly to services that result from this Agreement.

9.01 Survival:

- A. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

9.02 Severability:

- A. Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and DIXON, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.03 Successors, Assigns, and Beneficiaries:

- A. Owners and DIXON are hereby bound, and the successors, executors, administrators, and legal representatives of Owner and DIXON are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Unless expressly provided otherwise in this Agreement:
 - 1. Nothing in this Agreement shall be constructed to create, impose, or give rise to any duty owed by Owner or DIXON to any Contractor, other third-party individual or entity, or to any surety for or employee of any of them and not for the benefit of any other party.
 - 2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and DIXON and not for the benefit of any other party.

9.04 Waiver:

- A. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this agreement.

9.05 Accrual of Claims:

- A. To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion.

9.06 DIXON's Certifications:

- A. DIXON certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement.

9.07 Total Agreement:

- A. This Agreement, (together with the included Exhibits) constitutes the entire agreement between Owner and DIXON and supersedes all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Amendments should be based, whenever possible, on the format of Exhibit K.

DIXON'S SERVICES AND OWNER'S RESPONSIBILITIES

Article 1 and 2 of the Agreement is supplemented to include the following agreement of the parties: DIXON shall provide Contract and Project Management (BASIC) Services, and Resident Project Representative (RPR).

PART 1

A1.01 Study and Report Phase:

- A. With primary emphasis on the portion of the Project specifically assigned to DIXON, and within DIXON's area of professional specialization, DIXON shall:
 - 1. Observe the tank's interior coating for remaining intactness and anticipated life.
 - 2. Review all interior surfaces for corrosion and/or damage and quantify damage for repairs.
 - 3. Prepare a letter report documenting all items found and recommendations for repair. The letter report is to include: Conclusions and digital photographs with descriptions.

A1.02 Construction Phase:

- A. Basic Services:
 - 1. DIXON will consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of DIXON shall be as assigned in EJCDC C-700-18 Standard General Conditions of the Construction Contract.
 - 2. All of Owner's instructions to Contractor will be issued through DIXON, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
 - 3. Engineer or RPR has authority to Stop Work if Engineer or RPR questions the quality of Work or rejects the Work, or if there (in the sole opinion of Engineer or RPR) a potential for creating an environmental contamination.
 - 4. Finalize Project to observe all items in the contract specifications have been completed and review the quality of workmanship.
 - 5. Duration of Construction Phase: The Construction Phase will terminate upon written recommendation by DIXON for final payment to Contractors.
- B. RPR Services for Maintenance of Existing Structures
 - 1. Perform services expected of DIXON RPR and as detailed in the EJCDC Construction Contract General Conditions, GC-700-18.
 - 2. Hold Point General:
 - a. Hold Point is a stage of the Construction Project where the Contractor stops Work. Work commences again after the Work is observed and reviewed for compliance.
 - b. A Hold Point Site visit is one observation trip to perform one of the functions below. The number of Site visits required are estimates.
 - c. If two Job Tasks are performed during the same trip, there is no additional charge (i.e. exterior intermediate and pit piping primer).
 - 3. Hold Points and RPR Coating Observation Services Common to Hold Point: All services will not be necessary each Site visit observation.
 - a. Review abrasive and coating materials for approved manufactures.
 - b. Measure surface profile created by abrasive blast cleaning by compressive tape or surface comparator.
 - c. Observe abrasive blast cleanliness for specification requirements using SSPC Visual Standards, latest edition thereof.
 - d. Review coating mixing, thinning, and manufacturer's application requirements.

- e. Monitor environmental conditions prior to and during coating application (i.e. ambient temperature, surface temperature, relative humidity, and dew point).
- f. Observe wet interior using high/low voltage holiday detection.
- g. Observe applied coating for dry film thickness, coverage, uniformity, and cure.
- 4. Hold Point Coating Wet Interior - Observe, Record, Report, and:
 - a. Verify test area for abrasive cleaning meets or exceeds minimum of specified standard
 - b. LPWC for thoroughness and compliance with specifications and verify test area meets or exceeds minimum specified standard for abrasive blast clean.
 - c. Abrasive blast cleaning prior to application of the prime coat.
 - d. Prime coat prior to application of the next coat.
 - e. Intermediate coat prior to application of the stripe or topcoat.
 - f. Stripe coat prior to application of the topcoat.
 - g. Topcoat for compliance with specifications.
- 5. Hold Point Coating Exterior - Observe, Record, Report, and:
 - a. Abrasive blast cleaning prior to primer application.
 - b. Prime coat prior to application of the epoxy intermediate coat.
 - c. Epoxy intermediate coat prior to application of the topcoat.
 - d. Topcoat for compliance with specifications.
- 6. Hold Point Project Finalization:
 - a. Examine entire project for damage that occurred during construction or post construction from rigging and de-rigging or other causes.
 - b. Observe Site for restoration to pre-project conditions.
 - c. Formulate a punch list of items to complete.
 - d. Create a second punch list if needed before finalization.
 - e. Finalize the project to assure all items in the contract specifications have been completed, and the quality of workmanship meets contract requirements.
- C. Construction Phase - Owner's Responsibilities:
 - 1. Inform DIXON in writing of any specific requirements of safety or security programs that are applicable to DIXON, as a visitor to the Site.
 - 2. Attend and participate in the Preconstruction conferences, construction progress and other job-related meetings, and Site visits to determine Substantial Completion and readiness of the completed Work for final payment.
 - 3. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of DIXON in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on DIXON, then Owner shall compensate DIXON for any related increases in the cost to provide Construction Phase services.

A2.01 ADDITIONAL SERVICES

- A. Any service not listed or referenced above in Part 1 will be considered an Additional Service.
 - 1. All additional requested services and associated fees shall be documented by an Exhibit K, Contract Amendment signed by both parties.

BASIS OF FEES, INVOICING AND PAYMENT

General Provisions of Article 4 of the Agreement has been moved to this EXHIBIT C:

Part 1 BASIS OF FEES

C1.00 Owner's Responsibility:

- A. Owner shall pay DIXON for Basic (Project Management and Contract Administration), Resident Project Representative (RPR), and Additional Services as detailed below and as summarized in Attachment 1 to EXHIBIT C. (Exhibit C-1).

C1.01 Basis:

- A. Hourly rates of DIXON's employee are per classification in the Standard Hourly Rate and Reimbursable Expense Schedule included in this Exhibit C as Exhibit C Attachment 2. (Ex C-2) A classification that has a range of fees, reflects varying levels of experience within that classification. DIXON reserves the right to select the level of RPR and classification. This decision is at DIXON's discretion only and will be dependent primarily on experience with Owner selected Contractor as well as other factors.
 - 1. Reimbursable expenses are those expenses directly related to and resulting from this Project. These expenses are primarily living expenses and mileage.

C1.02 Methods of Rate Calculation and Definitions including Limitations:

- A. Standard Hourly Rate (SHR) Method: An amount equal to the cumulative hours charged to the Project by each classification of DIXON's personnel, times Standard Hourly Rates and Overtime rates for each applicable billing classification. (Exhibit C-2)
 - 1. The SHR method may be used for all services. It is more commonly used on portions of various Phase Services where scheduling and speed are controlled by the Contractor or unforeseen project expenses. (Phase 3 Construction, Basic, and RPR services, and for Additional Services during all phases. Overtime rates apply on weekends, holiday, and over 40 hours per week. When accounting for the 40 hours it applies over 40 hours worked between Monday and Friday, weekend rates are already at Overtime rate. Holiday pay also does not contribute toward the accounting for 40 hours.)
 - 2. The SHR charged by DIXON constitutes full and complete compensation for DIXON services including labor costs, overhead, and profit but not Reimbursable Expenses.
 - 3. The Standard Hourly Rates per employee classification listed in Attachment C-2 do not include reimbursable expenses. The estimated Reimbursable Expenses are NOT calculated and averaged over the classification rate.
 - a. The estimator calculates the number of days a project is expected to require and calculates manpower required to match number of hours and services required.
 - b. The estimator then calculates Reimbursable Expenses based on the same criteria.
 - c. Both the total manpower estimate, and Reimbursable Expenses total estimate are added. And the total estimate is included in the fee schedule shown in Attachment C-1.
- B. Lump Sum (LS) Method: One agreed fee for completing an agreed defined scope of services. The Lump Sum Method fee charged by DIXON constitute full and completed compensation for DIXON's services including labor costs, overhead, and profit, and reimbursable expenses.
- C. The Lump Sum Method is more commonly used by DIXON for portions of the Phases where DIXON has control over a greater percentage of unknowns, such as the Technical Specifications, Bidding and Contract Documents, and Post Construction Phases excluding fees for Additional Services.
 - 1. DIXON may use a Lump Sum for the entire project.

- D. Unit Price (UP) Method: Can be considered individual Lump Sum amounts. Reimbursable expenses are calculated and included in Unit Price methods.
 - 1. The Unit Price Method is used when DIXON completes Hold Point Observations, Project Progress or Preconstruction Meetings, known, controlled portions of the Contract and unknown Post Construction (Additional Services).
 - 2. Exhibit J Amendment: If Amendment changes Scope of Services then Additional Services may be negotiated Lump Sum or Standard Hourly Rate Method.
 - 2. Exhibit K Addendum: Addenda items (if any) may be negotiated according to any agreed method.
 - 3. Subconsultants or Subcontractor Service Fees are not included in the SHR, LS, or UP methods. DIXON will invoice for Subconsultant's or Subcontractor's actual invoiced amount times a factor of 1.20. The 1.20 factor includes DIXON's overhead and profit associated with DIXON's responsibility for the administration of such services.
- E. Not every Method of Rate Calculation may be used in this or any Contract, but every contract may be amended by using Exhibit K. If additional Work proposed in Exhibit K involves a different Method of Rate Calculation, it will be clearly defined herein.

C1.03 Definitions including Limitations:

- A. Basic Services to be performed are identified as Basic Services in Exhibit A, or by reference, in the General Conditions (GC-700-18) of the Owner/Contractor Construction Documents. Basic Services are generally calculated using the SHR method. These services are contracted services and thus are prior authorized.
- B. RPR Services contractually agreed services per Exhibit A or by reference, in the General Conditions (GC-700-18) of the Owner/Contractor Construction Document RPR services. These services are primarily observation during the Construction phase. RPR Services are generally calculated using the SHR method for Full Time or Daily services and by Unit Price for Hold Point Observations. Often a Contract for RPR services involves a combination of the SHR and the Unit Price method. These are contracted services and thus are prior authorized.
- C. Contingent Services some services are Basic to every contract such as Preconstruction Meeting and review of Final Pay Request. Other Basic Services and the Project Manager's time associated with them are unknown. Some services are not used on all projects, such as review of multiple Pay Requests, Change Orders, Field Orders, and Work Change Directives. These are services which may or may not be needed, and thus Contingent. Contingent Services are generally calculated using the SHR method but may be Lump Sum or Unit Price method. These are contracted services and thus are prior authorized.
- D. Additional Services are services outside of the Scope of Services as defined in Exhibit A. These are NOT contracted services and prior authorization in the form of Exhibit K- Addendum to Agreement is required. The calculation of fees is Work dependent and may be calculated by the SHR method, or Lump Sum or Unit Price.
- E. Antenna Services are defined in Ex B and authorized by Exhibit K – Antenna Addendum. The calculation of the services is usually a combination of Unit Price and SHR methods. These are contracted services (by addendum) and thus are prior authorized.

C1.04 Fees:

- A. Contracted Fees are detailed in this Exhibit C Attachment 1.
- B. Contingency Allowance Fees if identified or requested, are intended to allow the flexibility to continue the Project and Services, without the need for an Addendum for additional fees. Contingent Fees may be transferred within the Project Phase or transferred to other project Phases as needed. Transfer does not require prior authorization. It is intended that any fees in this Contingency be used when other accounts are exhausted or minor Additional Services are required. Contingency fees unused will not be invoiced. Basic and/or RPR Fees may be increased to accomplish the same benefits of a Contingency Allowance.

- C. Set-Off Fees contractual Set-off: (Applies to Construction and Post Construction Phases only) as defined in the Technical Specifications and General Conditions of the Owner/Contractor Contract, is a Contractually agreed remedy for small violations or nonadherence of the Contract terms which result in extra or unnecessary expenses to the Owner. The cost for these unnecessary expenses are not foreseen and cannot be calculated. They are the same SHR or Unit Price method, that had the service been necessary would have been invoiced to Owner. These services generally do not require prior approval of Owner, because they are required in the administration of the Contract. Set-off fees are invoiced to the Owner, who pays DIXON. The Owner can then Set-off these charges from amounts owed to the Contractor.
1. A few examples of Set-off Fees are when the Owner has incurred extra charges or engineering costs related to:
 - a. Excessive submittal review,
 - b. Excessive evaluations of proposed substitutes,
 - c. Tests and inspections, or return Hold Point Observations to complete Field Work that were determined to be a failed inspection and,
 - d. Work is defective, require correction or replacement including additional inspection costs.
 2. Set-off is only used during the Construction and Post Construction Phases where additional Observation or engineering services are required to correct failed Work.

C1.05 Estimated Fee:

- A. The SHR Method of Rate Calculation is an estimate. The SHR Method is prepared based on extensive experience and is intended to be conservative.
1. Calculating SHR includes, DIXON's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to DIXON under the agreement.
 2. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to DIXON that the total compensation amount thus estimated will be exceeded, DIXON shall give Owner notice thereof, allowing Owner to consider its options, including suspension or termination of DIXON's services for Owner's Convenience. Upon notice, Owner and DIXON promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate DIXON's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by DIXON, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend DIXON's services during the negotiations and DIXON exceeds the estimated amount before Owner and DIXON have agreed to an increase in the compensation due DIXON or a reduction in the remaining services, then DIXON shall be paid for all services rendered hereunder.
 3. The requirements of minimum work hours and weeks shall remain in effect through negotiations and the minimum requirements of these paragraphs are not negotiable. An RPR is a professional, and if he remains on Site, he is guaranteed the minimum number of hours. Negotiations may Full Time or Daily RPR to Hold Point Observation Services or reduce the number of Daily Inspections. Then minimum hour requirements apply only to demobilization if RPR was Full Time.

C1.06 DIXON's Reimbursable Expenses Schedule and Standard Hourly and Overtime Rates:

- A. Attached to this EXHIBIT C is Attachment C-2, Standard Hourly Rate and Reimbursable Expense Schedule
- B. Annual Cost Adjustment – January 1 each year.
1. The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually as of the first January 1 date past expiration date printed on Attachment C-2 to reflect equitable

- changes in the compensation payable to DIXON. Proposals sent after August 1st will have Attachment C-2 with effective rates through December 31 of the subsequent year.
2. Unit Price for Hold Point observations and Lump Sum items shall be increased at the same time as hourly rate by the same percentage increase as Standard Hourly Rates.
 3. Notification of these cost adjustments, or the issuance of an Addendum or Change Order are not required, but DIXON shall endeavor to so advise. Failure to supply notification does not waive the right for implementing rate increases.

PART 2 INVOICING AND PAYMENT for Services in EXHIBIT A per EXHIBIT C-1:

- A. Preparation and Submittal of Invoices: DIXON will prepare invoices in accordance with its standard invoicing practices and the terms of this EXHIBIT C and Attachments C-1 and C-2. DIXON will submit its invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. Small monthly invoices may be held by DIXON only, for a month or more and combined.
- B. Application to Interest and Principal: Payment will be credited first to any interest owed to DIXON and then to principal.
- C. Failure to Pay: If Owner fails to make any payment due DIXON for services and expenses within 30 days after receipt of DIXON's invoice, then:
 - A. Amounts due DIXON will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said 30th day.
- D. Disputed Invoices: If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise DIXON in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

PART 3 SELECTION OF RPR SERVICES

C3.01 Hold Point Observations:

- A. The RPR travels to site complete the observation and travels back to Base Office. On site time at a minimum is time to complete observations and to complete report.

SUMMARY OF DIXON'S COMPENSATION FEES SCHEDULE of VALUES

1. The total compensation for services under this Agreement is the estimated total compensation amount of **Ten Thousand, Seven Hundred Dollars, \$10,700** and summarized as follows:

Schedule of Values				
Description of Services	# of Units	Unit Price	Amount	Basis of Compensation
A1.01-Study and Report Phase	2	\$1,850	\$3,700	Unit Price
A1.02-RPR Critical Phase Coating	8	\$875	\$7,000	Unit Price
Total			\$10,700	

2. In the event of a conflict with the number in the Total and the written amount in 1 above or with the number on the Signature Page, the first governance shall be a review of math in this schedule of values.
3. DIXON may alter the distribution of compensation consistent with services actually rendered between individual phases of Basic and RPR Service with unused fees calculated by any method. Reallocation of fees shall not result in a total fee in excess of the total compensation amount unless approved by the Owner.

EXHIBIT C ATTACHMENT C-2: Agreement Between
Owner and DIXON

STANDARD HOURLY RATE AND REIMBURSABLE EXPENSE SCHEDULE

<u>Labor Class</u>	<u>Per Hour</u>	<u>Overtime Rate</u>
Principal	\$255.00	
Project Manager	\$153.00	\$230.00
Engineer	\$153.00	\$230.00
CWI Welding RPR	\$138.00-\$153.00	\$207.00-\$230.00
DIXON Level 3 or NACE certified Level 3 RPR	\$107.00-\$122.00	\$161.00-\$183.00
DIXON Level 2 or NACE Level 2 RPR	\$97.00-\$122.00	\$146.00-\$183.00
DIXON Level 1 or NACE Level 1 RPR	\$87.00-\$107.00	\$131.00-\$161.00
Contract Support Staff	\$112.00-\$128.00	\$168.00-\$192.00

<u>Expenses</u>	<u>Metropolitan</u>	<u>Out-State</u>
Mileage	\$0.70/mile + tolls	\$0.60/mile
Lodging	\$145.00 per diem	\$135.00 per diem
Meals	\$47.00 per diem	\$40.00 per diem

FEES EFFECTIVE THROUGH: December 31, 2020 (Revised: 8/6/2019)

**GENERAL PROVISIONS AND RELATED CONDITIONS FROM AGREEMENT OR
EXHIBITS**

GP1.00 Time for Completion:

- A. If there is a change in the Scope of Services, or in Scope of Project, if Projects are delayed or suspended through no fault of DIXON, if the orderly and continuous progress of DIXON's services is impaired, if the agreed periods of time or dates are changed, then the time for completion of DIXON's services, and the rates and amounts of DIXON's compensation, shall be adjusted equitably. Delay of Projects by Owner or Contractor until the next season (past the expiration date of EXHIBIT C ATTACHMENT 1 and 2), is considered a Change in Scope of Services and the rates and amounts of DIXON's compensation shall be adjusted equitably in accordance with the succeeding year's EXHIBIT C ATTACHMENT 1 and 2.
- B. Owner shall give prompt written notice to DIXON whenever Owner observes or otherwise becomes aware of any development that affects the scope or time of performance of DIXON's services; the presence at the Site of any Constituents of Concern; or any relevant, material defect or nonconformance in: (a) DIXON's services, (b) the Work, (c) the performance of any Contractor, or (d) Owner's performance of its responsibilities under this Agreement.
- C. Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay DIXON's performance of its services.
- D. If DIXON fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

GP1.01 Opinions of Probable Construction Cost:

- A. DIXON's opinions (if any) of probable Construction Cost are to be made on the basis of DIXON's experience, qualifications, and general familiarity with the construction industry. However, because DIXON has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive Bidding or market conditions, DIXON cannot and does not guarantee that proposals, Bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by DIXON.

GP1.02 Standards of Performance and Compliance with Laws and Regulations:

- A. Standard of Care: The Standard of Care for all services performed or furnished by DIXON under this Agreement will be the care and skill ordinarily used by members of this subject profession practicing under similar circumstances at the same time and in the same locality.
- B. Technical accuracy: Owner shall not be responsible for discovering deficiencies in the technical accuracy of DIXON's services. DIXON shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.
- C. Reliance on Others: Subject to the Standard of Care set forth above in Paragraph GP1.02. A, DIXON and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers and the publishers or technical standards.
- D. DIXON will make visits to the Site at intervals appropriate to the various stages of construction as DIXON deems necessary in order to observe, as an experienced and qualified design professional, the progress that has been made and the quality of the various aspects of Contractor's executed Work. Based on information obtained during such visits and observations, DIXON, for the benefit of Owner, will determine, in general, if the Work is proceeding in accordance with the Contract Documents.

- E. DIXON shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall DIXON have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor's furnishing and performing of its work. DIXON shall not be responsible for the acts or omissions of any Constructor or for Constructor's compliance with Laws and Regulations.
- F. DIXON makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Contractor.
- G. DIXON shall not be responsible for any decisions made regarding the construction Contract requirements, or any application, interpretation, clarification, or modification of the construction Contract documents other than those made by DIXON or its consultants.
- H. DIXON's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of the Section 975 of the Dodd-Frank Wall Street Reform and the Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements, or (4) providing legal advice or representation.

GP1.03 Use of Documents:

- A. All Documents are instruments of service, and DIXON shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of DIXON) whether the Project is completed or not. NOTE: A delayed project may require revisions of the Bid and/or Contract Documents.
 - 1. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Project. DIXON grants Owner a limited license to use the Documents on the Project. Owner shall not use, reuse, or modify the Documents without written verification, completion, or adaptation by DIXON. The limited license to Owner shall not create any rights in third parties.

GP1.04 Suspension and Termination:

- A. Suspension:
 - 1. By Owner: Owner may suspend the Project for up to 90 days upon seven days written notice to DIXON.
 - 2. By DIXON: DIXON may, after giving seven days written notice to Owner, suspend services under this Agreement if Owner has failed to pay DIXON for invoiced services and expenses, or in response to the presence of Constituents of Concern at the Site.
- B. Termination: The obligation to provide further services under this Agreement may be terminated.
 - 1. For cause, by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
 - 2. By DIXON:
 - a. Upon seven days written notice if Owner demands that DIXON furnish or perform services contrary to DIXON's responsibilities as a licensed professional; or if services for the Project are delayed or suspended for more than 90 days for reasons beyond DIXON's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
 - b. DIXON shall have no liability to Owner on account of either such termination. This Agreement will not terminate; however, if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof.

3. For convenience, by Owner effective upon DIXON's receipt of notice from Owner.
- C. Effective Date of Termination: The terminating party under Paragraph GP 1.04 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow DIXON to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- D. Payments Upon Termination:
 1. In the event of termination by Owner or by DIXON for cause, DIXON shall be entitled, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, and other related close-out costs, using methods and rates for Additional Services as set forth in EXHIBIT C.
 2. The scheduled time period between Contract Award and the physical start of Construction, or if Construction is postponed for the off season (winter), shall not be considered a "suspension."

GP1.05 Controlling Law and Compliance with Laws and Regulations:

- A. This Agreement is to be governed by the Laws and Regulations of the state in which the Project is located. DIXON and Owner shall comply with state Laws and Regulations of state of Project.
- B. DIXON shall comply with any and all instructions of Owner, and all requirements of Contractor's or Owner's safety program that are applicable to DIXON's performance of services under this Agreement and that Owner provides to DIXON in writing, prior to the Effective Date; subject to the Standard of Care set forth in Paragraph GP1.02.A above, and to the extent compliance is not inconsistent with professional practice requirements.
- C. The following may be the basis for modifications to Owner's responsibilities or to DIXON's scope of services, times of performance, or compensation:
 1. Changes after the Effective Date to Laws and Regulations;
 2. The receipt by DIXON; or changes after the Effective Date of Owner-provided written policies and procedures;
- D. The General Conditions for any construction contract documents prepared hereunder are to be EJCDC C-700-18 "Standard General Conditions of the Construction Contract" (2018 Edition), prepared by the Engineer's Joint Contract Documents Committee, and as modified by DIXON unless expressly indicated otherwise. If Owner supplied General Conditions are used, then DIXON supplied Additions shall also be used to the extent they do not conflict with Owner's.

GP1.06 Dispute Resolution

- A. Owner and DIXON agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking nonbinding mediation or exercising their rights at law.
- B. If negotiations fail then Owner and DIXON shall proceed to nonbinding mediation before a panel of three, one panel member selected by each party, and one mutually agreeable person. The only requirements are that neither party have any financial or relational control over any panel member. DIXON will select, based on expertise in the area of dispute. (DIXON pays fees for their panel member, Owner pays fees of their member and third member's fees are to be paid as direct by the panel, even if their final dispute resolution is not accepted).
- C. After one trial mediation, unless an additional attempt is accepted by both parties either party may exercise their rights at law.

GP1.07 Environmental Condition of Site:

- A. Owner represents to DIXON that as of the Effective Date to the best of Owner's knowledge, that there are no Constituents of Concern, other than those disclosed in writing to DIXON, exist at or adjacent to the Site.

- B. Constituents of Concern in the Coating Industry- DIXON and Owner acknowledge that the coating industry may generate hazardous waste or Constituents of Concern (C of C) when removing old coatings, C of C may be existing in soils from coating removal in the past, and some gasket materials contained asbestos. Old coatings may contain heavy metals such as lead, chrome, and cadmium. Hazardous solvents may be present in new coatings, thinners, or used in the cleaning of equipment. These materials may be C of C but are considered Known C of C.
- C. If DIXON Encounters or learns of an undisclosed Constituents of Concern at the Site, then DIXON shall notify Owner. State and Federal notifications, if required, are the responsibility of the Owner.
- D. Owner acknowledges that DIXON is performing professional services for Owner and that DIXON is not and shall not be required to become an “owner,” “arranger,” “operator,” “generator,” or “transporter” of hazardous substances, as determined in the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with DIXON’s activities under this Agreement

INSURANCE AND LIABILITY CONCERNS

The Agreement is supplemented to include the following agreement of the parties:

11.00 Insurance:

- A. The limits of liability for the insurance required on this project are as follows:
- B. By DIXON:
 - 1. Workers' Compensation: Statutory
 - 2. Employer's Liability --
 - 1) Bodily injury, each accident: \$1,000,000
 - 2) Bodily injury by disease, each employee: \$1,000,000
 - 3) Bodily injury/disease, aggregate: \$1,000,000
 - 3. General Liability --
 - 1) Each Occurrence (Bodily Injury and Property Damage) \$1,000,000
 - 2) General Aggregate \$2,000,000
 - 4. Excess or Umbrella Liability
 - 1) Per Occurrence: \$5,000,000
 - 2) General Aggregate: \$5,000,000
 - 5. Automobile Liability
 - 1) Combined Single Limit (Bodily Injury and Property Damage): \$1,000,000
 - 6. Professional Liability --
 - 1) Each Claim Made \$2,000,000
 - 2) Annual Aggregate \$2,000,000
- C. Additional Insured's: The following individuals or entities are to be listed on DIXON's general liability policies of insurance as additional insured's: Owner and other parties requested by Owner Electronic Data Transmittal Protocol within reason.
- D. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and DIXON's interests in the Project. Owner shall also require Contractor to cause DIXON and its Consultants to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project.
- E. DIXON shall deliver to the Owner certificates of insurance evidencing the coverages. Such certificates shall be furnished prior to commencement of DIXON's services and at renewals thereafter during the life of the Agreement.
- F. All policies of property insurance relating to the Project, including but not limited to any builder's risk policy, shall allow for waiver of subrogation rights and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against DIXON or its Consultants. Owner and DIXON waive all rights against each other, Contractor, the Consultants, and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any builder's risk policy and any other property insurance relating to the Project. Owner shall take appropriate measures in other Project-related contracts to secure waivers of rights.
- G. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the receiving party shall promptly forward a copy of the notice to the other party to this Agreement.
- H. At any time, Owner may request that DIXON or its Consultants, at Owner's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in EXHIBIT I. If so, requested by Owner, and if commercially available, DIXON

shall obtain and shall require its Consultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and EXHIBIT I will be supplemented to incorporate this requirement.

I. Definitions:

1. Owner and Party 1 is Owner and Owner's officers, directors, membership, partners, agents, employees, consultants, or others retained by or under contract to the Owner with respect to this Agreement or to the Project.
2. DIXON and Party 2 is DIXON and/or DIXON's officers, directors, members, partners, agents, employees, consultants, subcontractors, or others under contract to DIXON relative to this Project or Agreement.

I1.01 Limitation of Liability:

- A. DIXON's Liability Limited to Amount of Insurance Proceeds: DIXON shall procure and maintain insurance as required by and set forth in EXHIBIT I to this Agreement. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by Laws and Regulations, the total liability, in the aggregate, of DIXON and Party 2 to Owner and anyone claiming by, through, or under Owner shall not exceed the total insurance proceeds paid on behalf of or to DIXON by DIXON's insurers in settlement or satisfaction of Owner's Claims under the terms and conditions of DIXON's insurance policies applicable thereto (excluding fees, costs and expenses of investigation, claims adjustment, defense, and appeal), up to the amount of insurance required under this Agreement

I1.02 Exclusion of Special, Incidental, Indirect, and Consequential Damages:

- A. To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision in the Agreement. DIXON and Party 2 shall not be liable for special, incidental, indirect, or consequential damages arising out of, or related to this Agreement or the Project, from any cause or causes, including but not limited to: damage to water supply or reduction in fire protection.

I1.03 Percentage Share of Negligence:

- A. To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming under the other party for damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, Engineer, and all other negligent entities and individuals.

City of Hillsdale

Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item: Consent

SUBJECT: Water Treatment Plant Filter #1 & #3 Media Replacement

BACKGROUND PROVIDED BY STAFF:

Bids were returned 05/23/2019 for the replacement of the filter media and associated work required inside of Water Filter #2. Three bids were received, one from Northern Pump and Well, one from Artesian of Pioneer, and one from Peerless Midwest.

In June 2019 the bid was awarded to Artesian of Pioneer to complete the media replacement in filter #1. This job was completed in 2019 with that filter back in service. As part of the FY 2021 capital budget, the remaining filters #1 and #3 media needs to be replaced. As part of the propriety nature of the filter media, the same media will need to be used in filters #1 and #3 as was in filter #2.

This project will be sandblasting the inside and outside of both filters and re-coating, changing out the media inside these filters, which is 21 years old and at the end of its useful life. Replacing the remaining valves that leak by causing issues during back wash. This project was approved by the BPU Board.

RECOMMENDATION: Staff recommends awarding the bid to Artesian of Pioneer to replace the media in Filter #1 and #3, replace the valves, and paint the interior and exterior of the filters for the amount of \$491,500.00.



Phone 419.737.2352
Fax 419.737.2364
P. O. B o x 2 4 7
Pioneer, OH 43554

To: Bill Briggs
City of Hillsdale, MI

Quotation No. HD-060320-Q

Subject: Water Plant Upgrade

Date: June 3, 2020

QUOTATION

We are pleased to present to you the following quotation for your consideration.

AOP Water proposes to supply to the owner engineering, materials and labor for a rehabilitation of the existing Water Treatment Plant located on N Hillsdale St:

- Filter Valve Replacement
 - All Remaining Actuated Filter Valves To Be Removed
 - Installation of New Bray Butterfly Valves
- Filter Rehabilitaton
 - Removal of existing fitler media
 - Internal Tank Inspection
 - Distributor Insepction
 - Installation of New Filter Media
- Exterior Filter Blasting and Painting
 - All 3 Vessels Shall Be Painted on the Exterior
- Internal Filter Blasting and Painting
 - Remaining 2 Vessels Shall be Painted on the Interior
- Installation, Startup and Training on the Above
- Professional Engineering and EGLE Submittal

Total **\$ 491,500**

NOTES:

1. This quote does not include anything else not specifically mentioned above.
2. Customer and AOP shall agree to a schedule to perform work.
3. AOP to stage the work so that only 1 filter is taken off line at any one time.
4. No tax added (If applicable)
5. This quote is valid for 30 days from the above date.
6. Financing is available upon request.

Quoted By _____
Ryan Burt

City of Hillsdale

Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item: Consent

SUBJECT: Water/Sewer Distribution Service Truck Replacement Recommendation

BACKGROUND PROVIDED BY STAFF:

The current Water/Sewer service truck was deemed to be inadequate on many levels for its intended use. A budget amount of \$40,000 was approved in the FYE2020 budget and has proved to be an insufficient amount to purchase the desired new vehicle, a van cutaway with a KUV body. So it was decided to consider and explore used vehicles.

The bid process was begun, with general specifications for a 2015 or newer E350 cutaway van with a KUV body. More specific specs were included in the bid packet. Two bids were received by the deadline of 6/3/2020 at 1:00 PM. One from Hawkins Motor Sales for a 2015 with 73,916 miles, and one from Stillwell Ford for a 2019 with under 19,000 miles. The vehicle Stillwell quoted is located in the Dallas area and unable to be evaluated by visual inspections as requested in the bid documents.

Due to the location and ease of inspection of the vehicle proposed by Hawkins, staff recommends purchase of the 2015 model from Hawkins Motor Sales. We feel this vehicle will meet our current needs and is of a condition that will serve the city for many years. This project has been budgeted for in the amount of \$40,000 in the 2020 Capital Budget. This project has been approved by the BPU Board.

RECOMMENDATION: Staff recommends awarding the bid to Hawkins Motor Sales in the amount of \$30,232.00 for the purchase of a 2015 Ford Econoline E350 with KUV Body.

**CITY OF HILLSDALE, MICHIGAN
ADVERTISEMENT FOR BIDS**

WATER DEPARTMENT TRUCK WITH A UTILITY VAN BODY

The City of Hillsdale Board of Public Utility (BPU) is requesting pricing for the purchase of a vehicle meeting the following specifications:

The vehicle shall be a Ford Econoline E350 with a Utility Van Body (KUV Style) or similar meeting the following minimum requirements:

- 2015 or newer vehicle.
- Less than 75,000 miles.
- Ford Econoline E350 or similar vehicle.
- 8 cylinder Gas Engine with Automatic Transmission.

Box requirements:

- Utility Van Body – Similar to a KUV129DLK, as specified by Knapheide.

All submitted pricing shall include the following as part of the Lump Sum Price:

- Vehicle Price.
- Document Preparation Fees.
- Title Fees.
- Delivery to the City of Hillsdale BPU.
- Provide pictures and documentation of the proposed vehicle with the pricing documents.

Vehicles shall be available for inspection within a 75 miles radius from Hillsdale.

Due date:

Sealed proposals are due by 1:00 pm (local time) on June 3, 2020 at the following location:

Hillsdale City Hall
Office of the City Clerk
97 N. Broad Street
Hillsdale, MI 49242

Award Schedule:

Review at Board of Public Utility June 9, 2020
Review and Award by City Council: June 15, 2020

Instructions to proposers:

- Proposals must be typewritten or clearly printed in ink and signed by a duly-authorized representative of the firm submitting the proposal.
- Proposals must be submitted in sealed envelopes, clearly marked on the outside, "BPU Water Department - Truck"

- Proposals will be received by the City Clerk, City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242, at the above required time. All proposals will be date stamped and time marked upon receipt. Proposals may not be faxed or e-mailed.
- No proposal will be accepted after the time designated for the receipt of proposals set forth above. Each bidder shall and will be fully and solely responsible for delivery of the proposal prior to the appointed date and hour designated for the receipt of all proposals, and shall assume the risk of late delivery or non-delivery regardless of the manner the bidder employs for the proposal's delivery or the reason for such late delivery or non-delivery.
- The City of Hillsdale reserves the right to reject any and all proposals and to waive any defects or informalities in proposals, to accept the bid that it determines to be the lowest competitive bid from a competent bidder meeting specifications and to negotiate with the bidder or bidders who, in the judgment of the Hillsdale City Manager, are deemed the most advantageous for the public and the City.
- The City of Hillsdale reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council accepts or approves the proposal.
- Proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record and available for review.
- Communications regarding this proposal may be directed to:
 - Kristin Bauer
 - City Engineer
 - City of Hillsdale
 - 97 N. Broad St.
 - Hillsdale, MI 49242
 - 517-437-6479

Conditions applicable to proposal:

- **Applicable Laws:** The Ordinances and Charter of the City of Hillsdale and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- The City of Hillsdale hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids to this invitation and will not be discriminated against on grounds of sex, race, color, age, weight, height, marital status, religion or national origin in the consideration for an award.
- This request for proposal does not commit the City of Hillsdale to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- The City is exempt from the payment of any federal excise or any Michigan sales tax (State of Michigan Sales Tax Exemption number: 38-6004621). The price must be net, exclusive of taxes.

Indemnification:

The Contractor shall indemnify and hold harmless the City of Hillsdale, its council members, city manager, directors, employees and agents from and against all liabilities, claims, demands, causes of action of every kind and descriptions, damages, Losses and Litigation Expenses, including but not limited to attorney's fees through appeals, arising out of or resulting from the performance of work in this contract, providing that any such claim, demand, cause of action, damage, Loss or expense (1) is attributable to bodily injury, disease or death, or to injury to or destruction of property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by the Contractor, or anyone for whose acts for any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Changes and addenda to proposal documents:

Information of change or addendum issued in relation to this document will be on file and available in the Office of the City Clerk. In addition, to the extent possible, copies will be emailed to each vendor registered as having received a set of documents. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such addenda.

Proposal results:

All proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record available for review. A proposal tabulation will be available for review after the proposal opening.

Anti-Collusion:

Any evidence of agreement or collusion among bidders and/or prospective bidders acting to illegally restrain freedom of competition by agreement to bid fixed prices, or otherwise, will render their offers void.

PRICING:

All bids will be paid as a cash lump sum in accordance with the submitted proposal.

ITEM DESCRIPTION	QUANT.	UNIT	TOTAL COST
Ford Econoline E350 with Utility Van Body, or similar	1	EA	
GRAND TOTAL:			

The undersigned, having familiarized (himself/herself) with the Request for Proposal, the bidder shall examine the scope of work to be completed and shall completely familiarize (himself/herself) with existing conditions to be encountered, the difficulties and limitations involved in completing the project and all other factors affecting the work proposed with this project. The Contractor shall provide all necessary labor, transportation, meals, etc. to perform all the work and furnish all necessary material to complete plans outlined in the proposal.

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the City to reject any or all proposals. It is further understood and agreed by the same undersigned that any qualifying statements, or conditions made to the above proposal, as originally published, as well as any interlineations, erasures, omissions, or entered wording obscure as to its meaning, may cause the bid to be declared irregular and may be cause for rejection of the bid.

Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

<u>Addendum Number</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

Certification Regarding Debarment, Suspension and Other Responsibility Matters—
Primary Covered Transaction

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

- II. Where the prospective primary participant is unable to certify to any the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SIGNATURE OF PROPOSER _____

TITLE _____

NAME OF COMPANY _____

ADDRESS _____

CITY _____ STATE, ZIP CODE _____

TELEPHONE _____ FAX _____

EMAIL _____ DATE _____



This report provided free of charge by:
 Hawkins Motor Sales
 3351 W Carleton Rd, Hillsdale, MI 49242

★ 3.5 out of 5.0
 6 Verified Reviews



Vehicle History Report™

US \$39.99

2015 FORD E350 SUPER DUTY

VIN: 1FDWE3FL6FDA01570
 CUTAWAY
 5.4L V8 F SOHC 16V
 GASOLINE
 REAR WHEEL DRIVE



No accidents reported to CARFAX



No damage reported to CARFAX



CARFAX 1-Owner vehicle



3 Service history records



Corporate vehicle



73,916 Last reported odometer reading

This CARFAX Report Provided by:

Hawkins Motor Sales

★ 3.5 / 5.0 6 Verified Reviews



This CARFAX Vehicle History Report is based only on information supplied to CARFAX and available as of 5/26/20 at 3:43:57 PM (CDT). Other information about this vehicle, including problems, may not have been reported to CARFAX. Use this report as one important tool, along with a vehicle inspection and test drive, to make a better decision about your next used car.

CARFAX Ownership History

The number of owners is estimated

Year purchased	2015
Type of owner	Corporate
Estimated length of ownership	4 yrs. 1 mo.
Owned in the following states/provinces	Florida, Michigan
Estimated miles driven per year	17,962/yr
Last reported odometer reading	73,916



CARFAX Title History

CARFAX guarantees the information in this section

Salvage | Junk | Rebuilt | Fire | Flood | Hail | Lemon

✓ Guaranteed No Problem

Not Actual Mileage | Exceeds Mechanical Limits

✓ Guaranteed No Problem



GUARANTEED - None of these major title problems were reported by a state Department of Motor Vehicles (DMV). If you find that any of these title problems were reported by a DMV and not included in this report, CARFAX will buy this vehicle back.
 View Certificate

CARFAX Additional History

Owner 1

Not all accidents / issues are reported to CARFAX

Total Loss No total loss reported to CARFAX.	<input checked="" type="checkbox"/>	No Issues Reported
Structural Damage No structural damage reported to CARFAX.	<input checked="" type="checkbox"/>	No Issues Reported
Airbag Deployment No airbag deployment reported to CARFAX.	<input checked="" type="checkbox"/>	No Issues Reported
Odometer Check No indication of an odometer rollback.	<input checked="" type="checkbox"/>	No Issues Indicated
Accident / Damage No accidents or damage reported to CARFAX.	<input checked="" type="checkbox"/>	No Issues Reported
Manufacturer Recall A current list of recalls is available at Ford Motor Company .	<input checked="" type="checkbox"/>	No Recalls Reported
Basic Warranty Original warranty estimated to have expired.		Warranty Expired



Detailed History

Owner 1

Purchased: 2015

Corporate Vehicle
17,962 mi/yr

Mileage	Source	Comments
08/27/2014	NICB	Vehicle manufactured and shipped to original dealer
11/13/2014	5 Wayne Akers Ford Lake Worth, FL 561-582-4444 wayneakers.com ♥ 2 Customer Favorites	Vehicle offered for sale
11/18/2014	Wayne Akers Ford Lake Worth, FL 561-582-4444 wayneakersford.com ★ 4.4 / 5.0 147 Verified Reviews ✓ ♥ 1,309 Customer Favorites	✖ Vehicle serviced - Pre-delivery inspection completed
12/14/2015	9 Wayne Akers Ford Lake Worth, FL 561-582-4444 wayneakersford.com ★ 4.4 / 5.0 147 Verified Reviews ✓ ♥ 1,309 Customer Favorites	Vehicle sold
12/17/2015	Florida Motor Vehicle Dept. Loxahatchee, FL Title #0121295757	Vehicle purchase reported - Title issued or updated - Registration issued or renewed - First owner reported - Titled or registered as corporate vehicle - Loan or lien reported - Vehicle color noted as White
01/07/2016	Florida Motor Vehicle Dept. Loxahatchee, FL Title #0121553388	Title issued or updated - Registration issued or renewed - Loan or lien reported - Vehicle color noted as White
12/30/2016	Florida Motor Vehicle Dept.	Registration issued or renewed - Loan or lien reported

Loxahatchee, FL
Title #0121553388

- Vehicle color noted as White

08/30/2017 32,923

Wayne Akers Ford
Lake Worth, FL
561-582-4444
wayneakersford.com

★ 4.4 / 5.0

147 Verified Reviews

♥ 1,309 Customer Favorites

- ✖ Vehicle serviced
- Battery/charging system checked
 - Brakes checked
 - A/C refrigerant recharged
 - A/C system serviced
 - Tire condition and pressure checked

01/03/2018

Florida
Motor Vehicle Dept.
Loxahatchee, FL
Title #0121553388

- Registration issued or renewed
- Loan or lien reported
 - Vehicle color noted as White

01/03/2019

Florida
Motor Vehicle Dept.
Loxahatchee, FL
Title #0121553388

- Registration issued or renewed
- Loan or lien reported
 - Vehicle color noted as White

10/04/2019 73,327

Schumacher Automotive
Palm Beach Gardens, FL
561-622-8220
schumacherauto.com

★ 4.7 / 5.0

144 Verified Reviews

♥ 291 Customer Favorites

- ✖ Vehicle serviced
- Pre-delivery inspection completed
 - Vehicle washed/detailed

01/27/2020 73,916

Auto Auction

- Listed as a dealer vehicle
- Vehicle sold



Millions of used vehicles are bought and sold at auction every year.

02/14/2020

Michigan
Motor Vehicle Dept.

Vehicle purchase reported

02/25/2020

Michigan
Motor Vehicle Dept.
Hillsdale, MI

Loan or lien reported

02/25/2020

Michigan
Motor Vehicle Dept.
Hillsdale, MI
Title #MI0004595353

Title issued or updated

- Dealer took title of this vehicle while it was in inventory

05/26/2020

CARFAX Car Care

Manufacturer Recommended Maintenance Schedules



Get this vehicle's maintenance schedule, service history and recall alerts at carfax.com/service.

Have Questions? Please visit our Help Center at www.carfax.com.

CARFAX Glossary

First Owner

When the first owner(s) obtains a title from a Department of Motor Vehicles as proof of ownership.

Ford or Lincoln Mercury Recall

CARFAX Vehicle History Report for this 2015 FORD E350 SUPER DUTY: 1FDWE3FL6FDA015... Page 4 of 4

The Ford Motor Company provides Carfax with Field Service Action and recall information regarding safety, compliance and emissions programs announced since 2000 for a specific vehicle. For complete information regarding programs or concerns about this vehicle, please contact a local Ford or Lincoln Mercury Dealer.

Ownership History

CARFAX defines an owner as an individual or business that possesses and uses a vehicle. Not all title transactions represent changes in ownership. To provide estimated number of owners, CARFAX proprietary technology analyzes all the events in a vehicle history. Estimated ownership is available for vehicles manufactured after 1991 and titled solely in the US including Puerto Rico. Dealers sometimes opt to take ownership of a vehicle and are required to in the following states: Maine, Massachusetts, New Jersey, Ohio, Oklahoma, Pennsylvania and South Dakota. Please consider this as you review a vehicle's estimated ownership history.

Title Issued

A state issues a title to provide a vehicle owner with proof of ownership. Each title has a unique number. Each title or registration record on a CARFAX report does not necessarily indicate a change in ownership. In Canada, a registration and bill of sale are used as proof of ownership.

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Covered by United States Patent Nos. 7,113,853; 7,778,841; 7,596,512, 8,600,823; 8,595,079; 8,606,648; 7,505,838.
5/26/20 3:43:57 PM (CDT)



City of Hillsdale, Michigan

BID SHEET

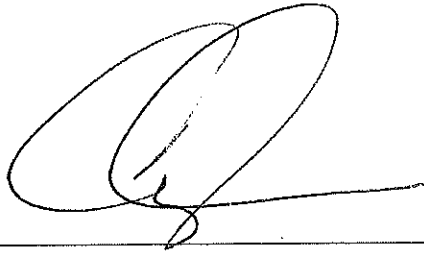
Project: BPU WATER DEPT. TRUCK W/ UTILITY VAN BODY

Date: 6/3/20 1:00 PM

2020-8

Company	Base	TOTAL:
HANKINS MOTORSALES	\$30,232.00	\$30,232.00
STUWELL FORD LINCOLN	\$39,558.00	\$39,558.00

SIGNATURE OF PROPOSER



CASEY CALDWELL

TITLE

GENERAL MANAGER

NAME OF COMPANY

HAWKINS MOTOR SALES

ADDRESS

3351 W. CARLETON RD.

CITY

HILLSDALE

STATE

MI

ZIP CODE

49242

TELEPHONE

517-439-5147

FAX

517-437-4295

EMAIL

HAWKINS CARS 1979@OUTLOOK.COM

DATE

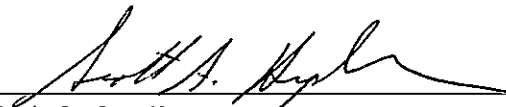
5.26.20

TRAFFIC CONTROL ORDER
2020-14

Pursuant to the applicable provisions of the Uniform Traffic Code for Cities, Townships, and Villages this traffic control order is hereby issued. All traffic control devices shall comply with mandates set forth according to the Michigan Manual of Uniform Traffic Control Devices as issued by the Michigan Department of Transportation.

Placement of a Stop Sign on Waterworks Drive for eastbound traffic at the entrance to Sandy Beach Park will be from 6:00 am on Monday, June 15, 2020 to 5:00 pm on Monday, September 7, 2020.

This Traffic Control Order shall have immediate effect as a temporary Traffic Control Order and shall become a permanent Traffic Control Order upon approval by the Hillsdale City Council.



Chief of Police

06/11/20
Date

Received for filing in the office of the City Clerk at 11:00 a.m. on the 11 day of June, 2020.

City Clerk

06/11/20
Date

RESOLUTION # _____

IT IS HEREBY RESOLVED that effective immediately the above Traffic Control Order is made permanent.

Passed in open Council this _____ day of _____, 2020.

Adam L. Stockford, Mayor

Attest:

Katy B. Price, City Clerk

06/11/2020
11:13 AM

SPECIAL ASSESSMENT ROLL
All Records
All Special Assessments
SUMMER SEASON

Page: 1/10
DB: 2020Cityofhillsdale

Parcel No	Owners Name	Sp. Assessment	Amount	Taxable Value
006-426-401-06	COMMONWEALTH DEV & PROPER 266 E BACON ST HILLSDALE MI 49242	BPU: UTILITY LIENS	87.00	72,900
COM CEN SEC 26 TH S 33 FT TO S LN BACON ST TH E ALG SD S LN 264 FT FOR POB TH S AT R/A TO BACON ST 825 FT TH E 528 FT TH N 297 FT TH W 132 FT TH N 528 FT TO SD S LINE BACON ST TH W 396 FT TO POB 8.4A+/- PRT LOT 5 MC COLLUMS SE ADDN SEC 26 T6S R3W FOURTH WARD				
006-126-258-06	ROCHA, ADAN JR 295 E BACON ST HILLSDALE MI 49242	BPU: UTILITY LIENS	41.00	28,030
. W1 COM 2 RD N & 133 FT W OF SE COR W 1/2 NE 1/4 SEC 26, T6S, R3W, TH W 10 RD, N TO RR, E 10 RD, S TO POB. UNPLATTED SEC 26, T6S, R3W FIRST WARD. AS OF 12/31/2018 - WARD 1				
006-227-178-09	BAKER, MICHAEL L 141 W BACON ST & 143 HILLSDALE MI 49242	BPU: UTILITY LIENS	120.04	51,900
. W2 E1/2 LOTS 43 & 44, GLENDALE ADD SECOND WARD. AS OF 12/31/2018 - WARD 3				
006-227-101-05	THOMAS, MARK KENNETH TRUS 75 BARR ST HILLSDALE MI 49242	BPU: UTILITY LIENS	373.00	29,083
. W2 COM E LN BARR ST AT PT 1090.1 FT S & 33 FT E OF NW COR SEC 27 TH N 79 DEG 38' E 198.4 FT TH S 96.15 FT TH S 76 DEG 04'W 201.2 FT TO E SIDE SD ST TH N 108 FT TO POB. SEC 27-6-3 SECOND WARD. AS OF 12/31/2018 - WARD 2				
006-327-433-03	GRZESIAK, PRZEMYSŁAW K & 14 BARRY ST DUPLEX HILLSDALE MI 49242	BPU: UTILITY LIENS	473.99	48,100
. W3 W 49.5 FT OF LOT 37, BLK 26 SOUTH ADDN THIRD WARD AS OF 12/31/2018 - WARD 4				
006-126-162-01	MILLIES, ROBERT 41 N BROAD ST HILLSDALE MI 49242	BPU: UTILITY LIENS	26.00	21,282
. W1 COR LOT 36 BLK L, COM AT NW COR, TH S ON E LINE OF BROAD ST 27 FT, TH E AT RT ANG TO LINE 44 FT 8 IN, TH N AT RT ANG TO MC CULLUM ST, TH W ALONG S LINE MC CULLUM ST TO POB ORIG PLAT FIRST WARD. AS OF 12/31/2018 - WARD 4				

06/11/2020
11:13 AM

SPECIAL ASSESSMENT ROLL
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Parcel No	Owners Name	Sp. Assessment	Amount	Taxable Value
006-426-303-12	CURTIS, DAVID L JR 40 BUDLONG ST HILLSDALE MI 49242	BPU: UTILITY LIENS	595.97	28,567
S 45 FT LOT 89 AS OF 12/31/2018 - WARD 4	0.18A+/- BLK 22 SOUTH ADDN	SEC 26 T6S R3W	FOURTH WARD	
006-426-351-20	STANTON, DEWEY J 80 BUDLONG ST HILLSDALE MI 49242	BPU: UTILITY LIENS	320.01	19,827
. W4 LOT 176 FERRIS & COOK ADD	FOURTH WARD.	AS OF 12/31/2018 - WARD 4		
006-435-102-09	ROOD, JUANITA 165 BUDLONG ST HILLSDALE MI 49242	BPU: UTILITY LIENS	107.00	80,221
LOTS 37 & 38 12/31/2018 - WARD 4	0.5A+/- MC CALLS ADDN	SEC 35 T6S R3W	FOURTH WARD	AS OF
006-126-179-08	LICKLY, THERON DEAN SR ET 185 E CARLETON RD HILLSDALE MI 49242	BPU: UTILITY LIENS	312.59	27,518
. W1 LOT 8-B FOWLER'S ADDN	FIRST WARD.	AS OF 12/31/2018 - WARD 4		
006-222-326-03	VAN ENGELENBURG, WILLIAM 386 W CARLETON RD & 390 HILLSDALE MI 49242	BPU: UTILITY LIENS	30.00	124,328
COM NE COR SW¼ SEC 22 TH W ALG N LN SD SW¼ 330 FT FOR POB TH S 320.5 FT PAR TO E LN SD SW¼ TH E 166 FT PAR TO SD N LN SW¼ TH N 122.5 FT PAR TO SD E LN SW¼ TO A PT 198 FT S OF SD N LN SW¼ TH E TO WLY LN HWY M-99 ROW TH NWLY ALG SD WLY LN TO SD N LN SW¼ TH W ALG SD N LN TO POB 1.5A+/- UNPLATTED SEC 22 T6S R3W SECOND WARD SPLIT/COMBINED ON 12/04/2003 FROM 006-222-326-03 (RETAINED) WITH 006-222-326-05;				
006-222-176-06	D&M HILLSDALE, LLC 419 W CARLETON RD HILLSDALE MI 49242	BPU: UTILITY LIENS	4,507.00	264,584
. W-2 COM AT A POINT 2341 FT NW'LY OF THE INT OF THE E LN OF CARLETON RD ROW AND THE S LN OF E 1/2 NW 1/4 SEC 23, T6S R3W, TH NE'LY ALG S LN OF MONTGOMERY ST, 158.66 FT TH SE'LY 243.81 FT TH NE'LY 454.24 FTTH E'LY 64.27 FT TH S'LY ALG E SIDE OF RR ROW 331.06 FT TH W'LY 619.94 FT TO THE E LN OF CARLETON RD ROW, TH NW'LY ALG THE E LN 584.48 FT BEING POB UNPLATTED SECOND WARD		AS OF 12/31/2018 - WARD 2		

SPECIAL ASSESSMENT ROLL
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Parcel No	Owners Name	Sp. Assessment	Amount	Taxable Value
006-222-176-06	D&M HILLSDALE, LLC 419 W CARLETON RD HILLSDALE MI 49242	BPU: UTILITY LIENS	39.00	264,584
. W-2 COM AT A POINT 2341 FT NW'LY OF THE INT OF THE E LN OF CARLETON RD ROW AND THE S LN OF E 1/2 NW 1/4 SEC 23, T6S R3W, TH NE'LY ALG S LN OF MONTGOMERY ST, 158.66 FT TH SE'LY 243.81 FT TH NE'LY 454.24 FTTH E'LY 64.27 FT TH S'LY ALG E SIDE OF RR ROW 331.06 FT TH W'LY 619.94 FT TO THE E LN OF CARLETON RD ROW, TH NW'LY ALG THE E LN 584.48 FT BEING POB UNPLATTED SECOND WARD AS OF 12/31/2018 - WARD 2				
006-126-130-01	CARRIAGE PARK APTS HILLSD 34 STATE ST HILLSDALE MI 49242	BPU: UTILITY LIENS	36.00	306,358
. W1 PT OF FOWLER'S ADD DESC AS BEG AT PT ON S SIDE OF STATE ST 539 FT W OF W LN ELLEN ST, TH W ALG S SIDE STATE ST TO E LN OF SALEM ST, TH S ALG E LN SALEM ST TO N LN MARION ST. TH E ALG N LN OF MARION ST. TO A PT 539 FT W OF W LN ELLEN ST., TH N 397.5 TO POB. PT LTS 63, 64 & 65 BLK I FOWLER'S ADDN FIRST WARD. AS OF 12/31/2018 - WARD 1				
006-126-130-12	CARRIAGE PARK APTS HILLSD 63 MARION ST HILLSDALE MI 49242	BPU: UTILITY LIENS	72.00	313,335
. W-1 THE E 142.5 FT LOT 64 & E 142.5 FT OF THE S PART LOT 65 LYING S OF STATE ST. ALSO COM AT SE COR ABOVE DESC PCL ON N LN MARION ST, TH E ALG N LN MARION ST 41 FT, TH N PAR TO W LN ABOVE DESC PCL 165 FT, TH W TO W LN ABOVE PCL, TH S ALG SD W LN TO POB. FOWLER'S ADDITION FIRST WARD AS OF 12/31/2018 - WARD 1				
006-126-130-12	CARRIAGE PARK APTS HILLSD 63 MARION ST HILLSDALE MI 49242	BPU: UTILITY LIENS	63.00	313,335
. W-1 THE E 142.5 FT LOT 64 & E 142.5 FT OF THE S PART LOT 65 LYING S OF STATE ST. ALSO COM AT SE COR ABOVE DESC PCL ON N LN MARION ST, TH E ALG N LN MARION ST 41 FT, TH N PAR TO W LN ABOVE DESC PCL 165 FT, TH W TO W LN ABOVE PCL, TH S ALG SD W LN TO POB. FOWLER'S ADDITION FIRST WARD AS OF 12/31/2018 - WARD 1				
006-126-130-12	CARRIAGE PARK APTS HILLSD 63 MARION ST HILLSDALE MI 49242	BPU: UTILITY LIENS	62.10	313,335
. W-1 THE E 142.5 FT LOT 64 & E 142.5 FT OF THE S PART LOT 65 LYING S OF STATE ST. ALSO COM AT SE COR ABOVE DESC PCL ON N LN MARION ST, TH E ALG N LN MARION ST 41 FT, TH N PAR TO W LN ABOVE DESC PCL 165 FT, TH W TO W LN ABOVE PCL, TH S ALG SD W LN TO POB. FOWLER'S ADDITION FIRST WARD AS OF 12/31/2018 - WARD 1				

06/11/2020
11:13 AM

SPECIAL ASSESSMENT ROLL
All Records
All Special Assessments
SUMMER SEASON

Page: 4/10
DB: 2020Cityofhillsdale

Parcel No	Owners Name	Sp. Assessment	Amount	Taxable Value
006-126-130-12	CARRIAGE PARK APTS HILLSD 63 MARION ST HILLSDALE MI 49242	BPU: UTILITY LIENS	32.94	313,335
. W-1 THE E 142.5 FT LOT 64 & E 142.5 FT OF THE S PART LOT 65 LYING S OF STATE ST. ALSO COM AT SE COR ABOVE DESC PCL ON N LN MARION ST, TH E ALG N LN MARION ST 41 FT, TH N PAR TO W LN ABOVE DESC PCL 165 FT, TH W TO W LN ABOVE PCL, TH S ALG SD W LN TO POB. FOWLER'S ADDITION FIRST WARD AS OF 12/31/2018 - WARD 1				
006-126-130-12	CARRIAGE PARK APTS HILLSD 63 MARION ST HILLSDALE MI 49242	BPU: UTILITY LIENS	118.56	313,335
. W-1 THE E 142.5 FT LOT 64 & E 142.5 FT OF THE S PART LOT 65 LYING S OF STATE ST. ALSO COM AT SE COR ABOVE DESC PCL ON N LN MARION ST, TH E ALG N LN MARION ST 41 FT, TH N PAR TO W LN ABOVE DESC PCL 165 FT, TH W TO W LN ABOVE PCL, TH S ALG SD W LN TO POB. FOWLER'S ADDITION FIRST WARD AS OF 12/31/2018 - WARD 1				
006-426-355-19	GOMEZ, ERICA L 20 CHARLES ST HILLSDALE MI 49242	BPU: UTILITY LIENS	246.71	42,390
. W4 LOT 34, FERRIS ADD FOURTH WARD. AS OF 12/31/2018 - WARD 4				
006-222-452-13	MYERS, TASHIA 43 W FAYETTE ST HILLSDALE MI 49242	BPU: UTILITY LIENS	336.68	14,982
. W-2 COM AT A PT ON THE N LN OF FAYETTE ST 140 FT W OF THE SE COR OF LOT 28 TH N 30 DEG 29' W 95.7 FT TH W 211 FT TH S 30 DEG 29' E 105.88 FT TH E 193 FT TO POB. BLACKMAR & COOK'S ADDN SECOND WARD AS OF 12/31/2018 - WARD 2				
006-126-105-08	STANTON, DEWEY J 18 GARDEN ST HILLSDALE MI 49242	BPU: UTILITY LIENS	28.90	26,600
PRT LOTS 198-199 COM INT SWLY LN GARDEN ST W/ WLY LN UNION ST TH NWLY ALG SD GARDEN ST 396 FT TO WLY LN LD FORMERLY OWNED BY CAROLINE FORESTER FOR POB TH CONT NWLY ALG SD GARDEN ST 30 FT TH SWLY TO MOST SLY VERGE S BANK OLD MILL RACE (NOW ABANDONED) TH SELY ALG SD MILL RACE TO PT AT R/A TO POB TH NELY TO POB 0.09A+/- MCCOLLUMS N ADDN SEC 26 T6S R3W FIRST WARD				
006-426-451-06	PORTER, PATRICK M & CANDI 125 GRISWOLD ST HILLSDALE MI 49242	BPU: UTILITY LIENS	217.34	0
BEG NW COR LOT 29 TH S ALG W LN SD LOT 100 FT TH E 200 FT TH N 100 FT TH W ALG N LN SD LOT 200 FT TO POB 0.46A+/- MCCOLLUMS SE ADDN SEC 26 T6S R3W FOURTH WARD AS OF 12/31/2018 - WARD 4				

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Parcel No	Owners Name	Sp. Assessment	Amount	Taxable Value
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006-327-455-23	MILLER, SHAWN P 15 W HALLETT ST HILLSDALE MI 49242	BPU: UTILITY LIENS	91.00	30,077
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PRT LOT 9 COM SW COR LOT 8 TH W 5.5 FT FOR POB TH N 150 FT TH W 55 FT TH S 150 FT TH
E 55 FT TO POB 0.19A+/- CORTRIGHTS ADDN SEC 27 T6S R3W THIRD WARD AS
OF 12/31/2018 - WARD 3

006-334-102-01	BROWN, PATRICIA 112 W HALLETT ST HILLSDALE MI 49242	BPU: UTILITY LIENS	236.42	52,288
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. W3 COM ON N LINE OF SEC 34 IN NW 1/4 WHERE SAID N LINE INTERSECTS THE E'LY LINE OF
R/W OF FT WAYNE BR OF LSMSRR, NOW THE NYCRR & RG TH E ALONG SAID N LINE OF SEC 34.
300 FT, TH S 465 FT, TH W AT RT ANG TO E'LY LINE OF NYCRR R/W, TH NE'LY ALONG SAID
E'LY LINE OF SAID NYCRR R/W TO BEG, SEC 34, T6S R3W UNPLATTED THIRD WARD. AS OF
12/31/2018 - WARD 3

006-222-481-17	DE CLEENE, GREGORY J & AN 136 HILLSDALE ST HILLSDALE MI 49242	BPU: UTILITY LIENS	72.00	43,720
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. W2 L.447 377 THE N-55 FT OF LOT-3 BLACKMAR & BEEBE'S ADD'N. SECOND WARD. AS OF
12/31/2018 - WARD 1

006-227-285-13	DKAM LLC 18 N HOWELL ST & 18.5 HILLSDALE MI 49242	BPU: UTILITY LIENS	386.01	55,900
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. W2 7 1/2 FT N SIDE OF LOT 45, BLK H, 16 1/2 FT S SIDE LOT 46, BLK H, OLD PLAT
SECOND WARD. AS OF 12/31/2018 - WARD 3

006-127-283-10	POINTE PROPERTIES, LLC 71 N HOWELL ST - 75 OD HILLSDALE MI 49242	BPU: UTILITY LIENS	55.00	53,374
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PRT LOTS 2 & 3 BEG AT SW COR LOT 3 TH N 39.75 FT TH TH E TO E LN LOT 2 TH SELY ALG SD
E LN TO PT E OF BEG THE W TO POB SUB OF TRIANGLE ORIG PLAT VILL OF HILLSDALE
COMBINED ON 01/24/2014 FROM 006-127-283-02, 006-127-283-03; AS OF 12/31/2018 -
WARD 3

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006-227-282-16	KEEFER HOUSE HOTEL LLC 104 N HOWELL ST LAND HILLSDALE MI 49242	BPU: UTILITY LIENS	31.00	29,143
LOTS 57-58 0.39A+/- BLK G OLD PLAT SEC 27 T6S R3W THIRD WARD (2011 REDISTRICTED FROM SECOND WARD) SPLIT/COMBINED ON 02/14/2019 FROM 006-227-282-05, 006-227-282-06; OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE #3-19-0008 AD VALOREM PARCEL #30-006-227-282-16 BEG DEC 31, 2019 EXPIRING DEC 30, 2032 FROZEN BUILDING PARCEL				
006-327-478-15	TRI-CITY FAMILY HOMES LLC 86 S HOWELL ST DUPLEX HILLSDALE MI 49242	BPU: UTILITY LIENS	132.42	32,918
. W3 N 42 FT OF LOT 2, COOK'S ADD THIRD WARD. AS OF 12/31/2018 - WARD 4				
006-327-478-15	TRI-CITY FAMILY HOMES LLC 86 S HOWELL ST DUPLEX HILLSDALE MI 49242	BPU: UTILITY LIENS	199.19	32,918
. W3 N 42 FT OF LOT 2, COOK'S ADD THIRD WARD. AS OF 12/31/2018 - WARD 4				
006-327-478-15	TRI-CITY FAMILY HOMES LLC 86 S HOWELL ST DUPLEX HILLSDALE MI 49242	BPU: UTILITY LIENS	212.36	32,918
. W3 N 42 FT OF LOT 2, COOK'S ADD THIRD WARD. AS OF 12/31/2018 - WARD 4				
006-126-204-16	HILLABRAND, CARROLL A & R 100 LUMBARD ST HILLSDALE MI 49242	BPU: UTILITY LIENS	460.24	32,763
LOT 18 & E 26 FT 4 IN LOT 19 0.24A+/- SUPERS PLAT ORCHARD RIDGE SEC 26 T6S R3W FIRST WARD AS OF 12/31/2018 - WARD 1				
006-126-206-07	JONES, CAROLEEN A 103 LUMBARD ST HILLSDALE MI 49242	BPU: UTILITY LIENS	29.00	37,700
. W1 LOT 8 SUPER'S PLAT OF ORCHARD RIDGE SEC 26, T6S R3W FIRST WARD. AS OF 12/31/2018 - WARD 1				
006-327-433-12	101 E BACON LLC 70 S MANNING ST DUPLEX HILLSDALE MI 49242	BPU: UTILITY LIENS	481.79	43,700
. W3 L 355-509 S 57.75 FT OF LOT 39 SOUTH ADDN THIRD WARD. AS OF 12/31/2018 - WARD 4				

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Parcel No	Owners Name	Sp. Assessment	Amount	Taxable Value
006-327-480-09	PLANK, ETHAN 139 S MANNING ST HILLSDALE MI 49242	BPU: UTILITY LIENS	255.21	27,355
. W3 COM AT A PT 330 FT S OF THE S LN OF SHARP ST, ON THE E LN OF MANNING ST, TH E 173.25 FT, TH S 66 FT, TH W 173.25 FT TO E LN OF MANNING ST, TH N 66 FT TO POB OUTLOT A COOKS ADDN SEC 27 T6S R3W FOURTH WARD (REDISTRICTED FROM THIRD WARD) AS OF 12/31/2018 - WARD 4				
006-126-180-04	ROSENBAUER, KENNETH 70 MARION ST HILLSDALE MI 49242	BPU: UTILITY LIENS	16.00	29,300
E 49.5 FT LOT 42 & W 8.25 FT LOT 78 BEING 57.75 FT E&W X 140.25 FT N&S 0.18A+/- BLK K FOWLERS ADDN SEC 26 T6S R3W FOURTH WARD (REDISTRICTED FROM FIRST WARD) AS OF 12/31/2018 - WARD 4				
006-227-128-02	HILLSDALE/OTSEGO HOUSING 165 SPRING ST HILLSDALE MI 49242	BPU: UTILITY LIENS	150.05	436,200
COM NE COR NW¼ SEC 27 TH W 546.645 FT ALG N LN SD SEC FOR POB TH W ALG SD N LN 202.125 FT TH S TO N LN SPRING ST TH ELY ALG SD N LN TO A PT S OF POB TH N TO POB EXC PRT E 1/2 NW 1/4 SEC 27 T6S R3W UNPLATTED SECOND WARD AS OF 12/31/2018 - WARD 2				
006-126-128-10	MCMORDIE, RUSSELL T & DEB 51 OAK ST HILLSDALE MI 49242	BPU: UTILITY LIENS	461.18	20,100
. W1 THE W 82.5 FT OF THE S 66 FT OF LOT 260 MC COLLUM'S NORTH ADDN FIRST WARD. AS OF 12/31/2018 - WARD 1				
006-227-251-21	HENRY, MARK 64 RIPPON AVE HILLSDALE MI 49242	BPU: UTILITY LIENS	361.78	27,055
LOT 27 RIPPONS ADDN ALSO PRT LOT 40 RIPPONS SECOND ADDN LYING E OF CREEK (SPRING BROOK AKA WOLF CREEK DRAIN) 0.3A+/- RIPPONS ADDN & RIPPONS SECOND ADDN SEC 27 T6S R3W THIRD WARD (REDISTRICTED FROM SECOND WARD) AS OF 12/31/2018 - WARD 3				
006-327-477-01	T & G REAL ESTATE LLC 4 E SOUTH ST ETAL HILLSDALE MI 49242	BPU: UTILITY LIENS	86.00	43,700
. W3 N 60 FT OF W 99 FT OF LOT 23 COOK'S ADD THIRD WARD. AS OF 12/31/2018 - WARD 4				

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Parcel No	Owners Name	Sp. Assessment	Amount	Taxable Value
006-327-477-01	T & G REAL ESTATE LLC 4 E SOUTH ST ETAL HILLSDALE MI 49242	BPU: UTILITY LIENS	142.40	43,700
. W3 N 60 FT OF W 99 FT OF LOT 23 COOK'S ADD THIRD WARD. AS OF 12/31/2018 - WARD 4				
006-227-131-06	GEMINI ASSET HOLDINGS LLC 150 SPRING ST HILLSDALE MI 49242	BPU: UTILITY LIENS	54.00	36,976
LOTS 27-29 EXC E 25 FT SD LOT 27 0.4A+/- KENSINGTON HEIGHTS SEC 27 T6S R3W THIRD WARD (REDISTRICTED FROM SECOND WARD) SPLIT 04/11/2005 - PARCEL 006-227-131-12 ADDED FOR 2006; SPLIT 5/26/2016 - PARCEL 006-227-131-14 ADDED FOR 2017 - VACATED ALLEY NOT INCLUDED IN DEEDS; AS OF 12/31/2018 - WARD 3				
006-426-328-02	WIREBAUGH, HAROLD JR ETAL 47 E ST JOE ST HILLSDALE MI 49242	BPU: UTILITY LIENS	708.17	13,580
. W4 S 37 FT OF W 99 FT OF LOT 134 SOUTH ADDN FOURTH WARD AS OF 12/31/2018 - WARD 4				
006-126-130-08	FULLER, JAMES JOSEPH 78 STATE ST HILLSDALE MI 49242	BPU: UTILITY LIENS	491.07	17,787
COM 115.5 FT W OF W LN ELLEN ST ON S LN STATE ST TH W 56 FT TH S 130 FT TH E 56 FT TH N TO POB PRT LOTS 74 & 76 FOWLERS ADDN SEC 26 T6S R3W 4/28/2005 LOT LINE ADJ TO 006-126-130-11 5/12/2009 LOT LINE ADJ TO 006-126-130-10 AS OF 12/31/2018 - WARD 1				
006-227-227-01	BROWN, BLAKE T & YVONNE M 160 N WEST ST HILLSDALE MI 49242	BPU: UTILITY LIENS	165.30	24,000
. W2 THAT PORTION OF LOT-164 LYING N OF ST JOE RIVER & W OF WEST ST. WALDRON ADD'N SECOND WARD. AS OF 12/31/2018 - WARD 3				
006-222-480-08	HILLSDALE I LLC 173 N WEST ST HILLSDALE MI 49242	BPU: UTILITY LIENS	50.00	22,538
. W2 N 49.5 FT OF LOT 59 BLACKMAR & BEEBE'S ADD'N. SECOND WARD. AS OF 12/31/2018 - WARD 1				

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Parcel No	Owners Name	Sp. Assessment	Amount	Taxable Value
006-222-480-21	TRACEY, AARON J 181 N WEST ST HILLSDALE MI 49242	BPU: UTILITY LIENS	162.75	40,589
. W-2 S 16.5 FT OF LOT 57 & THE N 33 FT OF LOT58. BLACKMAR & BEEBE'S ADDN SECOND WARD AS OF 12/31/2018 - WARD 1				
006-334-210-23	DOBSON, BERT W 198 S WEST ST HILLSDALE MI 49242	BPU: UTILITY LIENS	50.00	43,233
. W3 COM AT SE COR LOT 133, TH W 220 FT TH N 70 FT TH E 220 FT TO W ST, TH S 70 FT TO POB LYNWOOD TERRACE THIRD WARD. AS OF 12/31/2018 - WARD 4				
006-222-301-05	HILLSDALE PLACE APARTMENT 180 MECHANIC ST HILLSDALE MI 49242	BPU: UTILITY LIENS	186.77	394,149
. W-2 COM AT THE W 1/4 POST OF SEC 22, T6S R3W, CITY OF HILLSDALE. THE E 642.92 FT TH S 435.6 FT, TH E 500 FT. TH S 199.4 FT, TH W 1142.92 FT, TH N 635 FT TO POB 11.66 ACRES M/L UNPLATTED SECOND WARD AS OF 12/31/2018 - WARD 2				
006-222-301-05	HILLSDALE PLACE APARTMENT 180 MECHANIC ST HILLSDALE MI 49242	BPU: UTILITY LIENS	29.00	394,149
. W-2 COM AT THE W 1/4 POST OF SEC 22, T6S R3W, CITY OF HILLSDALE. THE E 642.92 FT TH S 435.6 FT, TH E 500 FT. TH S 199.4 FT, TH W 1142.92 FT, TH N 635 FT TO POB 11.66 ACRES M/L UNPLATTED SECOND WARD AS OF 12/31/2018 - WARD 2				
006-222-301-05	HILLSDALE PLACE APARTMENT 180 MECHANIC ST HILLSDALE MI 49242	BPU: UTILITY LIENS	101.81	394,149
. W-2 COM AT THE W 1/4 POST OF SEC 22, T6S R3W, CITY OF HILLSDALE. THE E 642.92 FT TH S 435.6 FT, TH E 500 FT. TH S 199.4 FT, TH W 1142.92 FT, TH N 635 FT TO POB 11.66 ACRES M/L UNPLATTED SECOND WARD AS OF 12/31/2018 - WARD 2				
006-222-301-05	HILLSDALE PLACE APARTMENT 180 MECHANIC ST HILLSDALE MI 49242	BPU: UTILITY LIENS	206.67	394,149
. W-2 COM AT THE W 1/4 POST OF SEC 22, T6S R3W, CITY OF HILLSDALE. THE E 642.92 FT TH S 435.6 FT, TH E 500 FT. TH S 199.4 FT, TH W 1142.92 FT, TH N 635 FT TO POB 11.66 ACRES M/L UNPLATTED SECOND WARD AS OF 12/31/2018 - WARD 2				

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Parcel No	Owners Name	Sp. Assessment	Amount	Taxable Value
006-222-301-05	HILLSDALE PLACE APARTMENT 180 MECHANIC ST HILLSDALE MI 49242	BPU: UTILITY LIENS	115.68	394,149
. W-2 COM AT THE W 1/4 POST OF SEC 22, T6S R3W, CITY OF HILLSDALE. THE E 642.92 FT TH S 435.6 FT, TH E 500 FT. TH S 199.4 FT, TH W 1142.92 FT, TH N 635 FT TO POB 11.66 ACRES M/L UNPLATTED SECOND WARD AS OF 12/31/2018 - WARD 2				
006-222-301-05	HILLSDALE PLACE APARTMENT 180 MECHANIC ST HILLSDALE MI 49242	BPU: UTILITY LIENS	52.00	394,149
. W-2 COM AT THE W 1/4 POST OF SEC 22, T6S R3W, CITY OF HILLSDALE. THE E 642.92 FT TH S 435.6 FT, TH E 500 FT. TH S 199.4 FT, TH W 1142.92 FT, TH N 635 FT TO POB 11.66 ACRES M/L UNPLATTED SECOND WARD AS OF 12/31/2018 - WARD 2				
006-426-306-26	SOUTH STREET CUSTODIAL TR 135 E SOUTH ST HILLSDALE MI 49242	CODENF: CODE ENFORCEMENT	100.00	47,400
. W4 COM AT POINT WHERE E LN BROAD ST INT CTRLN SOUTH ST, TH N 69 DEG 38' E 481.2 FT, TH N 80 DEG 0' E 9.9 FT, TH N 10 DEG 0' W 24.75 FT TO POB ON N SD SOUTH ST ONE'LY SD OF MILL RACE TH N 80 DEG 0' E 183.1 FT ALG N SD OF SOUTH ST TH N 10 DEG 0' W 150 FT, TH N 80 DEG 0' E MORE THAN 50 FT TO ST JOSEPH RIVER TH N 21 DEG 13' W ALG SD RIVER TO S LN OF STOCK'S PARK, TH S 74 DEG 21' W APPROX 353 FT TO E'LY SD OF MILL RACE, TH S				
006-222-228-10	CHURCH OF GOD AT HILLSDAL 419 N WEST ST HILLSDALE MI 49242	CODENF: CODE ENFORCEMENT	100.00	35,500
. W2 LOTS 72, 73, & 74 E MARTINDALE'S ADD SECOND WARD. AS OF 12/31/2018 - WARD 2				
Totals for BPU UTILITY LIENS		Count: 55	14,479.10	6,686,355
Totals for CODENF CODE ENFORCEMENT		Count: 2	200.00	82,900
Grand Totals		Count: 57	14,679.10	6,769,255

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

% Fiscal Year Completed: 91.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20	AVAILABLE BALANCE		% BDGT USED
		06/30/2019	2019-20	05/31/2020	05/31/2019		NORM (ABNORM)	NORM (ABNORM)	
Fund 101 - GENERAL FUND									
Revenues									
101-000.000-402.000	CURRENT TAXES	1,540,506.47	1,583,600.00	1,522,616.18	1,841,395.96	0.00	60,983.82	96.15	
101-000.000-402.100	SINKING FUND	0.00	0.00	0.00	7,792.04	0.00	0.00	0.00	
101-000.000-412.000	DELINQUENT TAXES	1,155.64	1,000.00	1,880.82	(562.06)	0.00	(880.82)	188.08	
101-000.000-437.000	SPECIAL ACTS	56,078.14	38,400.00	20,368.72	0.00	0.00	18,031.28	53.04	
101-000.000-445.000	DEL. TAXES-PENALTIES AND INT.	25,504.64	20,000.00	18,688.95	18,580.96	0.00	1,311.05	93.44	
101-000.000-447.000	PROPERTY TAX ADMIN. FEE	62,766.18	64,700.00	62,810.58	59,896.85	0.00	1,889.42	97.08	
101-000.000-448.000	TRAILER FEES	2,544.00	2,600.00	2,073.00	2,118.00	210.00	527.00	79.73	
101-000.000-460.000	LICENSE FEES	6,691.30	6,700.00	6,437.75	6,691.30	0.00	262.25	96.09	
101-000.000-461.000	C.A.T.V. FRANCHISE FEES	82,707.55	83,000.00	58,909.15	62,268.29	19,556.99	24,090.85	70.97	
101-000.000-477.000	PERMITS	15,065.00	18,000.00	17,156.00	13,300.00	930.00	844.00	95.31	
101-000.000-480.000	DOG LICENSES	17.00	0.00	12.00	17.00	12.00	(12.00)	100.00	
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION	80,140.97	119,800.00	166,963.80	109,473.39	84,136.25	(47,163.80)	139.37	
101-000.000-574.000	STATE REVENUE SHARING	914,714.00	915,000.00	810,012.00	776,038.00	0.00	104,988.00	88.53	
101-000.000-576.000	ACT 302 POLICE TRAINING FUNDS	2,144.23	2,300.00	2,024.81	2,144.23	0.00	275.19	88.04	
101-000.000-627.000	INTERMENT FEES	15,816.20	16,500.00	12,543.20	13,830.40	1,550.00	3,956.80	76.02	
101-000.000-628.000	ABATEMENT FEES	1,200.00	300.00	600.00	1,200.00	0.00	(300.00)	200.00	
101-000.000-629.000	COPIES / DUPLICATING	0.00	100.00	150.00	0.00	0.00	(50.00)	150.00	
101-000.000-632.000	FIRE CALLS - STRUCTURE FIRES	(1,500.00)	0.00	0.00	(1,500.00)	0.00	0.00	0.00	
101-000.000-658.000	ORDINANCE FINES	1,481.39	1,500.00	758.97	1,262.68	20.13	741.03	50.60	
101-000.000-658.001	PARKING FINES	1,160.00	500.00	240.00	1,130.00	20.00	260.00	48.00	
101-000.000-665.000	INTEREST	20,329.56	30,000.00	23,327.25	19,380.65	1,615.04	6,672.75	77.76	
101-000.000-665.100	CHANGE IN INVESTMENTS	2,217.90	0.00	3,057.98	693.71	(18.57)	(3,057.98)	100.00	
101-000.000-667.000	RENTS	15,632.00	15,630.00	15,632.00	15,632.00	0.00	(2.00)	100.01	
101-000.000-667.200	LEASE AGREEMENT - AT&T	14,300.00	15,600.00	14,300.00	13,000.00	1,300.00	1,300.00	91.67	
101-000.000-667.517	RENTS - TRANSFER FACILITY	38,600.00	48,000.00	48,000.00	30,600.00	4,000.00	0.00	100.00	
101-000.000-668.517	ROYALTIES-TRANSFER FACILITY	20,559.01	30,000.00	13,640.51	17,316.87	1,078.20	16,359.49	45.47	
101-000.000-672.000	SPECIAL ASSESSMENTS	18,559.47	11,200.00	11,423.30	13,597.56	0.00	(223.30)	101.99	
101-000.000-673.000	SALE OF CITY PROPERTY	0.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00	
101-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX	1,069,881.86	1,120,500.00	936,172.70	924,340.01	87,081.58	184,327.30	83.55	
101-000.000-675.247	CONTRIBUTION & DONATION - TIFA	10,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	
101-000.000-690.000	OTHER REFUNDS	158,091.42	150,000.00	154,966.40	144,699.46	12,943.22	(4,966.40)	103.31	
101-000.000-692.000	OTHER REVENUE	10,437.93	6,000.00	9,989.40	5,830.19	4,728.65	(3,989.40)	166.49	
101-000.000-692.301	OTHER REVENUES - POLICE DEPT	715.00	0.00	1,529.00	625.00	0.00	(1,529.00)	100.00	
101-000.000-692.336	OTHER REVENUES-LOC FIRE GRANT	1,000.00	0.00	3,412.00	1,000.00	0.00	(3,412.00)	100.00	
101-000.000-692.470	OTHER REVENUE - TREES	0.00	0.00	100.00	0.00	0.00	(100.00)	100.00	
101-000.000-694.000	CASH OVER & (SHORT)	(41.80)	0.00	0.00	(21.80)	0.00	0.00	0.00	
101-000.000-699.174	TRANSFER IN - BPU	20,000.00	165,000.00	75,114.04	0.00	0.00	89,885.96	45.52	
101-000.000-699.202	TRANSFERS IN - MAJOR STREETS	74,920.42	79,500.00	63,902.90	57,109.67	5,925.75	15,597.10	80.38	
101-000.000-699.203	TRANSFERS IN - LOCAL STREETS	28,651.79	24,500.00	19,191.42	22,783.97	1,952.29	5,308.58	78.33	
101-000.000-699.271	TRANSFER IN - LIBRARY	2,000.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	
101-000.000-699.588	TRANSFER IN - DIAL-A-RIDE	61,660.03	55,000.00	0.00	0.00	0.00	55,000.00	0.00	
101-000.000-699.711	TRANSFERS IN - CEMETERY CARE	15,500.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	
TOTAL REVENUES		4,391,207.30	4,761,930.00	4,098,004.83	4,183,664.33	227,041.53	663,925.17	86.06	

Expenditures									
101.000	CITY COUNCIL	23,202.14	27,185.00	23,046.70	21,745.06	1,552.17	4,138.30	84.78	
172.000	CITY MANAGER	178,875.02	168,595.00	143,049.06	165,921.39	6,285.95	25,545.94	84.85	
173.000	HUMAN RESOURCES	47,387.22	145,715.00	121,384.52	52,405.92	13,650.14	24,330.48	83.30	
174.000	ECONOMIC DEVELOPMENT	23,079.14	56,965.00	53,103.63	20,369.32	4,744.19	3,861.37	93.22	
175.000	ADMINISTRATIVE SERVICES	169,585.72	186,500.00	182,362.15	131,362.61	21,481.00	4,137.85	97.78	
191.000	ELECTIONS	20,200.72	12,850.00	7,936.30	20,200.72	78.70	4,913.70	61.76	
209.000	ASSESSING DEPARTMENT	129,479.14	192,675.00	127,276.59	115,758.23	8,497.84	65,398.41	66.06	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

% Fiscal Year Completed: 91.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)			
Fund 101 - GENERAL FUND								
Expenditures								
215.000	CITY CLERK DEPARTMENT	101,497.73	100,140.00	83,919.08	93,991.59	6,636.40	16,220.92	83.80
219.000	FINANCE DEPARTMENT	94,699.14	193,325.00	182,373.30	92,542.00	15,488.50	10,951.70	94.34
253.000	CITY TREASURER	145,466.64	151,840.00	66,200.04	59,077.45	2,641.15	85,639.96	43.60
265.000	BUILDING AND GROUNDS	147,212.82	142,860.00	118,871.88	131,178.75	7,852.82	23,988.12	83.21
266.000	PARKING LOTS	47,402.01	60,985.00	19,684.63	45,893.62	284.75	41,300.37	32.28
276.000	CEMETERIES	117,866.24	124,850.00	81,063.86	88,389.14	16,109.03	43,786.14	64.93
295.000	AIRPORT	132,914.17	135,040.00	128,117.10	120,532.99	10,051.41	6,922.90	94.87
301.000	POLICE DEPARTMENT	1,435,299.58	1,468,650.00	1,297,216.03	1,304,416.18	107,471.20	171,433.97	88.33
336.000	FIRE DEPARTMENT	417,481.55	442,575.00	375,949.60	379,046.42	24,540.32	66,625.40	84.95
372.000	CODE ENFORCEMENT	15,852.41	30,000.00	18,654.25	6,877.41	0.00	11,345.75	62.18
400.000	PLANNING DEPARTMENT	95,298.64	92,965.00	75,236.09	88,227.91	5,086.03	17,728.91	80.93
441.000	PUBLIC SERVICES DEPARTMENT	251,199.00	272,650.00	240,645.07	231,393.96	17,320.36	32,004.93	88.26
448.000	STREET LIGHTING	55,476.89	68,500.00	51,788.98	51,048.70	4,610.05	16,711.02	75.60
756.000	PARKS	186,031.75	191,310.00	136,590.05	149,690.23	9,707.12	54,719.95	71.40
965.000	TRANSFERS TO OTHER FUNDS	822,205.00	816,355.00	465,405.00	270,000.00	0.00	350,950.00	57.01
TOTAL EXPENDITURES		4,657,712.67	5,082,530.00	3,999,873.91	3,640,090.60	284,089.13	1,082,656.09	78.70
TOTAL REVENUES		4,391,207.30	4,761,930.00	4,098,004.83	4,183,664.33	227,041.53	663,925.17	86.06
TOTAL EXPENDITURES		4,657,712.67	5,082,530.00	3,999,873.91	3,640,090.60	284,089.13	1,082,656.09	78.70
NET OF REVENUES & EXPENDITURES		(266,505.37)	(320,600.00)	98,130.92	543,573.73	(57,047.60)	(418,730.92)	30.61

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

% Fiscal Year Completed: 91.80

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20	AVAILABLE BALANCE	% BGD USED
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)			
Fund 202 - MAJOR ST./TRUNKLINE FUND								
Revenues								
202-000.000-546.000	STATE GRANT - GAS & WEIGHT TA	704,064.41	745,000.00	583,805.78	557,930.55	59,257.46	161,194.22	78.36
202-000.000-546.048	STATE GRANT-METRO ROW ACT	15,621.31	15,000.00	17,260.73	15,621.31	17,260.73	(2,260.73)	115.07
202-000.000-547.000	STATE GRANT - TRUNKLINE MAINT	45,139.86	50,000.00	55,223.04	13,166.21	0.00	(5,223.04)	110.45
202-000.000-665.000	INTEREST	3,922.06	4,500.00	5,280.98	3,653.35	192.96	(780.98)	117.36
202-000.000-665.100	CHANGE IN INVESTMENTS	715.44	0.00	986.40	223.77	(6.00)	(986.40)	100.00
202-000.000-692.000	OTHER REVENUE	5,334.94	5,000.00	5,611.96	5,334.94	0.00	(611.96)	112.24
202-000.000-692.039	OTHER REVENUE - BPU	1,380.02	0.00	4,006.02	1,380.02	0.00	(4,006.02)	100.00
202-000.000-692.470	OTHER REVENUE - TREES	2,394.76	2,000.00	836.00	2,394.76	0.00	1,164.00	41.80
TOTAL REVENUES		778,572.80	821,500.00	673,010.91	599,704.91	76,705.15	148,489.09	81.92
Expenditures								
175.000	ADMINISTRATIVE SERVICES	220,901.18	374,500.00	208,380.60	53,090.43	5,925.75	166,119.40	55.64
175.500	ADMIN. SERVICES - TRUNKLINE	4,019.24	5,000.00	5,522.30	4,019.24	0.00	(522.30)	110.45
450.000	STREET SURFACE	248,727.66	68,530.00	138,350.47	240,365.56	8,852.63	(69,820.47)	201.88
450.500	TRUNKLINE SURFACE	19,011.87	14,855.00	21,894.15	17,988.74	(63.49)	(7,039.15)	147.39
460.000	R.O.W MAINTENANCE	87,578.02	93,025.00	48,569.42	79,814.87	4,330.02	44,455.58	52.21
460.500	TRUNKLINE R.O.W. MAINTENANCE	4,113.96	8,150.00	4,125.66	3,806.50	869.91	4,024.34	50.62
470.000	TREES	41,853.33	39,965.00	35,439.95	39,036.23	3,287.26	4,525.05	88.68
470.500	TRUNKLINE TREES	1,035.85	1,510.00	2,144.78	998.27	(18.94)	(634.78)	142.04
480.000	DRAINAGE	57,396.69	45,890.00	46,315.92	51,397.31	4,940.35	(425.92)	100.93
480.500	TRUNKLINE R.O.W. DRAINAGE	1,537.23	2,240.00	5,907.19	946.58	19.11	(3,667.19)	263.71
490.000	TRAFFIC	73,761.52	78,495.00	58,053.37	65,046.41	1,116.87	20,441.63	73.96
490.500	TRUNKLINE TRAFFIC	6,443.69	8,560.00	4,769.74	5,351.62	416.67	3,790.26	55.72
500.000	WINTER MAINTENANCE	63,030.53	82,315.00	57,041.65	63,306.93	48.21	25,273.35	69.30
500.500	TRUNKLINE WINTER MAINTENANCE	12,903.07	18,465.00	11,214.83	12,946.45	187.24	7,250.17	60.74
TOTAL EXPENDITURES		842,313.84	841,500.00	647,730.03	638,115.14	29,911.59	193,769.97	76.97
TOTAL REVENUES		778,572.80	821,500.00	673,010.91	599,704.91	76,705.15	148,489.09	81.92
TOTAL EXPENDITURES		842,313.84	841,500.00	647,730.03	638,115.14	29,911.59	193,769.97	76.97
NET OF REVENUES & EXPENDITURES		(63,741.04)	(20,000.00)	25,280.88	(38,410.23)	46,793.56	(45,280.88)	126.40

PERIOD ENDING 05/31/2020

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	AVAILABLE		
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)		BALANCE	% BDGT USED	
Fund 203 - LOCAL ST. FUND									
Revenues									
203-000.000-546.000	STATE GRANT - GAS & WEIGHT TA	318,868.06	245,000.00	191,914.25	260,189.86	19,522.92	53,085.75	78.33	
203-000.000-546.048	STATE GRANT-METRO ROW ACT	38,147.41	15,000.00	17,260.73	38,147.41	17,260.73	(2,260.73)	115.07	
203-000.000-665.000	INTEREST	(1.36)	0.00	915.80	0.00	64.32	(915.80)	100.00	
203-000.000-665.100	CHANGE IN INVESTMENTS	238.47	0.00	328.81	74.59	(2.00)	(328.81)	100.00	
203-000.000-692.000	OTHER REVENUE	39,497.47	2,500.00	1,803.13	39,497.47	0.00	696.87	72.13	
203-000.000-692.039	OTHER REVENUE - BPU	1,921.75	0.00	12,120.85	1,921.75	0.00	(12,120.85)	100.00	
203-000.000-692.470	OTHER REVENUE - TREES	0.00	2,000.00	13,826.21	0.00	13,826.21	(11,826.21)	691.31	
203-000.000-699.101	TRANSFERS IN - GENERAL FUND	45,440.00	252,705.00	0.00	0.00	0.00	252,705.00	0.00	
203-000.000-699.202	TRANSFERS IN - MAJOR STREETS	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES		594,111.80	517,205.00	238,169.78	339,831.08	50,672.18	279,035.22	46.05	
Expenditures									
175.000	ADMINISTRATIVE SERVICES	28,651.79	24,500.00	19,191.42	22,783.97	1,952.29	5,308.58	78.33	
450.000	STREET SURFACE	141,847.29	99,940.00	141,796.81	133,095.57	16,504.13	(41,856.81)	141.88	
460.000	R.O.W MAINTENANCE	62,220.70	80,745.00	48,567.71	59,941.86	3,876.99	32,177.29	60.15	
470.000	TREES	51,706.35	61,650.00	45,305.50	44,970.03	4,826.06	16,344.50	73.49	
480.000	DRAINAGE	62,426.07	167,700.00	30,745.64	59,990.75	4,039.91	136,954.36	18.33	
490.000	TRAFFIC	32,737.57	29,645.00	18,746.87	30,446.69	276.41	10,898.13	63.24	
500.000	WINTER MAINTENANCE	49,094.50	53,025.00	34,212.02	49,354.76	(137.77)	18,812.98	64.52	
TOTAL EXPENDITURES		428,684.27	517,205.00	338,565.97	400,583.63	31,338.02	178,639.03	65.46	
TOTAL REVENUES		594,111.80	517,205.00	238,169.78	339,831.08	50,672.18	279,035.22	46.05	
TOTAL EXPENDITURES		428,684.27	517,205.00	338,565.97	400,583.63	31,338.02	178,639.03	65.46	
NET OF REVENUES & EXPENDITURES		165,427.53	0.00	(100,396.19)	(60,752.55)	19,334.16	100,396.19	100.00	

PERIOD ENDING 05/31/2020

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE 05/31/2019	ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019				
Fund 208 - RECREATION FUND									
Revenues									
208-000.000-644.000	CONCESSION SALES	7,714.73	8,000.00	4,590.53	5,201.94		0.00	3,409.47	57.38
208-000.000-651.000	USE AND ADMISSION FEES	17,824.85	15,000.00	9,269.25	8,773.95		0.00	5,730.75	61.80
208-000.000-653.000	TEAM AND EVENT FEES	5,800.00	6,000.00	3,345.00	5,800.00		0.00	2,655.00	55.75
208-000.000-653.001	YOUTH PROGRAM FEES	28,794.00	24,000.00	16,877.50	25,004.00		180.00	7,122.50	70.32
208-000.000-667.000	RENTS	16,776.00	18,000.00	15,278.50	16,791.00		4,440.00	2,721.50	84.88
208-000.000-675.000	CONTRIBUTIONS AND DONATIONS	1,855.00	0.00	200.00	505.00		0.00	(200.00)	100.00
208-000.000-692.000	OTHER REVENUE	5,545.00	5,000.00	3,205.95	4,270.00		400.00	1,794.05	64.12
208-000.000-699.101	TRANSFERS IN - GENERAL FUND	62,100.00	65,405.00	65,405.00	55,000.00		0.00	0.00	100.00
TOTAL REVENUES		146,409.58	141,405.00	118,171.73	121,345.89		5,020.00	23,233.27	83.57
Expenditures									
751.000	RECREATION DEPARTMENT	145,695.89	136,905.00	122,908.41	120,772.34		6,323.41	13,996.59	89.78
TOTAL EXPENDITURES		145,695.89	136,905.00	122,908.41	120,772.34		6,323.41	13,996.59	89.78
TOTAL REVENUES		146,409.58	141,405.00	118,171.73	121,345.89		5,020.00	23,233.27	83.57
TOTAL EXPENDITURES		145,695.89	136,905.00	122,908.41	120,772.34		6,323.41	13,996.59	89.78
NET OF REVENUES & EXPENDITURES		713.69	4,500.00	(4,736.68)	573.55		(1,303.41)	9,236.68	105.26

User: BTEW

PERIOD ENDING 05/31/2020

DB: Hillsdale

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT
		06/30/2019	2019-20	05/31/2020	05/31/2019			MONTH 05/31/20	BALANCE	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)		
Fund 244 - ECONOMIC DEVELOPMENT CORP FUND										
Revenues										
244-000.000-665.000	INTEREST	2,956.78	1,500.00	2,200.24	2,821.61		112.16	(700.24)		146.68
244-000.000-665.100	CHANGE IN INVESTMENTS	286.18	0.00	394.58	89.51		(2.40)	(394.58)		100.00
244-000.000-673.000	SALE OF CITY PROPERTY	14,416.27	10,000.00	1.00	17,293.00		0.00	9,999.00		0.01
TOTAL REVENUES		17,659.23	11,500.00	2,595.82	20,204.12		109.76	8,904.18		22.57
Expenditures										
174.000	ECONOMIC DEVELOPMENT	6,924.70	38,000.00	15,942.49	6,073.50		205.00	22,057.51		41.95
TOTAL EXPENDITURES		6,924.70	38,000.00	15,942.49	6,073.50		205.00	22,057.51		41.95
TOTAL REVENUES		17,659.23	11,500.00	2,595.82	20,204.12		109.76	8,904.18		22.57
TOTAL EXPENDITURES		6,924.70	38,000.00	15,942.49	6,073.50		205.00	22,057.51		41.95
NET OF REVENUES & EXPENDITURES		10,734.53	(26,500.00)	(13,346.67)	14,130.62		(95.24)	(13,153.33)		50.36

PERIOD ENDING 05/31/2020

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20	AVAILABLE BALANCE	% BDGT USED
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)			
Fund 247 - TAX INCREMENT FINANCE ATH.								
Revenues								
247-000.000-402.000	CURRENT TAXES	73,115.85	86,500.00	85,427.13	73,081.41	0.00	1,072.87	98.76
247-000.000-406.000	TAXES - PA 86 SEC. 17 PPT REPI	31,809.67	32,000.00	26,740.54	31,809.67	0.00	5,259.46	83.56
247-000.000-529.000	FEDERAL GRANT - CDBG	83,800.00	1,300,000.00	57,855.00	83,800.00	0.00	1,242,145.00	4.45
247-000.000-665.000	INTEREST	3,231.01	3,000.00	1,964.07	3,055.56	80.51	1,035.93	65.47
247-000.000-673.001	GAIN ON SALE OF PROPERTY	13,001.92	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		204,958.45	1,421,500.00	171,986.74	191,746.64	80.51	1,249,513.26	12.10
Expenditures								
900.000	CAPITAL OUTLAY	109,956.62	73,000.00	48,626.96	154,925.37	794.89	24,373.04	66.61
TOTAL EXPENDITURES		109,956.62	73,000.00	48,626.96	154,925.37	794.89	24,373.04	66.61
TOTAL REVENUES		204,958.45	1,421,500.00	171,986.74	191,746.64	80.51	1,249,513.26	12.10
TOTAL EXPENDITURES		109,956.62	73,000.00	48,626.96	154,925.37	794.89	24,373.04	66.61
NET OF REVENUES & EXPENDITURES		95,001.83	1,348,500.00	123,359.78	36,821.27	(714.38)	1,225,140.22	9.15

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		06/30/2019	2019-20	05/31/2020	05/31/2019			MONTH 05/31/20	BALANCE	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)		
Fund 265 - DRUG FORFEITURE/GRANT FUND										
Revenues										
265-000.000-659.000	DRUG FORFEITURES	2,986.00	3,000.00	1,151.00	2,986.00		0.00	1,849.00		38.37
TOTAL REVENUES		2,986.00	3,000.00	1,151.00	2,986.00		0.00	1,849.00		38.37
Expenditures										
301.000	POLICE DEPARTMENT	228.30	2,500.00	215.10	228.30		0.00	2,284.90		8.60
TOTAL EXPENDITURES		228.30	2,500.00	215.10	228.30		0.00	2,284.90		8.60
TOTAL REVENUES		2,986.00	3,000.00	1,151.00	2,986.00		0.00	1,849.00		38.37
TOTAL EXPENDITURES		228.30	2,500.00	215.10	228.30		0.00	2,284.90		8.60
NET OF REVENUES & EXPENDITURES		2,757.70	500.00	935.90	2,757.70		0.00	(435.90)		187.18

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20	AVAILABLE		% BDGT USED
		06/30/2019	2019-20	05/31/2020	05/31/2019		BALANCE		
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		
Fund 271 - LIBRARY FUND									
Revenues									
271-000.000-402.000	CURRENT TAXES	126,078.77	130,000.00	123,618.61	123,900.75	0.00	6,381.39	95.09	
271-000.000-412.000	DELINQUENT TAXES	107.42	500.00	125.36	(31.22)	0.00	374.64	25.07	
271-000.000-437.000	SPECIAL ACTS	3,113.07	2,200.00	1,357.72	0.00	0.00	842.28	61.71	
271-000.000-569.000	STATE GRANT	9,095.14	8,000.00	9,514.10	9,095.14	0.00	(1,514.10)	118.93	
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION	9,517.84	6,200.00	16,270.99	0.00	9,829.87	(10,070.99)	262.44	
271-000.000-574.000	STATE REVENUE SHARING	8,105.00	8,105.00	0.00	0.00	0.00	8,105.00	0.00	
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/REC	0.00	13,800.00	22,600.00	0.00	0.00	(8,800.00)	163.77	
271-000.000-588.000	SUBSCRIPTION CARD SALES	2,708.95	3,500.00	2,035.20	2,307.95	0.00	1,464.80	58.15	
271-000.000-629.000	COPIES / DUPLICATING	4,813.08	4,500.00	3,464.90	4,478.03	0.00	1,035.10	77.00	
271-000.000-656.000	PENAL FINES	32,203.31	39,000.00	0.00	0.00	0.00	39,000.00	0.00	
271-000.000-657.000	BOOK FINES	2,803.14	2,500.00	1,803.33	2,498.34	0.00	696.67	72.13	
271-000.000-658.000	ORDINANCE FINES	1,481.38	4,000.00	758.97	1,262.67	20.13	3,241.03	18.97	
271-000.000-665.000	INTEREST	4,816.21	2,500.00	2,058.94	4,506.09	55.88	441.06	82.36	
271-000.000-667.000	RENTS	206.20	200.00	285.00	196.20	0.00	(85.00)	142.50	
271-000.000-667.271	RENTS - MEETING ROOMS	6,450.00	5,000.00	4,826.00	6,325.00	0.00	174.00	96.52	
271-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX	1,760.94	0.00	0.00	0.00	0.00	0.00	0.00	
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS	888.22	8,000.00	358.55	631.22	0.00	7,641.45	4.48	
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	401.00	0.00	400.00	401.00	0.00	(400.00)	100.00	
271-000.000-675.790	CONTR. & DONT. - BOOKS	563.75	1,500.00	326.02	563.75	0.00	1,173.98	21.73	
271-000.000-675.792	CONTR. & DONT.- CHILD. LIBRAR	6,503.43	4,500.00	68.90	5,700.18	0.00	4,431.10	1.53	
271-000.000-692.000	OTHER REVENUE	33,629.09	30,000.00	5,184.05	33,626.09	5,000.00	24,815.95	17.28	
TOTAL REVENUES		255,245.94	274,005.00	195,056.64	195,461.19	14,905.88	78,948.36	71.19	
Expenditures									
790.000	LIBRARY	296,895.25	356,295.00	311,631.77	276,566.64	9,245.27	44,663.23	87.46	
792.000	LIBRARY - CHILDREN'S AREA	7,161.79	8,500.00	4,293.46	6,937.80	0.00	4,206.54	50.51	
TOTAL EXPENDITURES		304,057.04	364,795.00	315,925.23	283,504.44	9,245.27	48,869.77	86.60	
TOTAL REVENUES		255,245.94	274,005.00	195,056.64	195,461.19	14,905.88	78,948.36	71.19	
TOTAL EXPENDITURES		304,057.04	364,795.00	315,925.23	283,504.44	9,245.27	48,869.77	86.60	
NET OF REVENUES & EXPENDITURES		(48,811.10)	(90,790.00)	(120,868.59)	(88,043.25)	5,660.61	30,078.59	133.13	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

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% Fiscal Year Completed: 91.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		06/30/2019	2019-20	05/31/2020	05/31/2019			MONTH 05/31/20	BALANCE	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)		
Fund 274 - POLICE - OWI ENFORCEMENT										
Revenues										
274-000.000-692.301	OTHER REVENUES - POLICE DEPT	359.20	1,500.00	1,420.25	359.20		0.00	79.75		94.68
TOTAL REVENUES		<u>359.20</u>	<u>1,500.00</u>	<u>1,420.25</u>	<u>359.20</u>		<u>0.00</u>	<u>79.75</u>		<u>94.68</u>
Expenditures										
301.000	POLICE DEPARTMENT	1,920.00	3,600.00	0.00	1,920.00		0.00	3,600.00		0.00
TOTAL EXPENDITURES		<u>1,920.00</u>	<u>3,600.00</u>	<u>0.00</u>	<u>1,920.00</u>		<u>0.00</u>	<u>3,600.00</u>		<u>0.00</u>
TOTAL REVENUES		359.20	1,500.00	1,420.25	359.20		0.00	79.75		94.68
TOTAL EXPENDITURES		<u>1,920.00</u>	<u>3,600.00</u>	<u>0.00</u>	<u>1,920.00</u>		<u>0.00</u>	<u>3,600.00</u>		<u>0.00</u>
NET OF REVENUES & EXPENDITURES		(1,560.80)	(2,100.00)	1,420.25	(1,560.80)		0.00	(3,520.25)		67.63

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD
		06/30/2019	2019-20	05/31/2020	05/31/2019				
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	
Fund 362 - BOND AND INTEREST REDEM. FUND									
Revenues									
362-000.000-402.100	SINKING FUND	369,410.69	379,700.00	361,172.92	331,693.64		0.00	18,527.08	95.12
362-000.000-412.000	DELINQUENT TAXES	0.00	0.00	353.99	0.00		0.00	(353.99)	100.00
362-000.000-437.000	SPECIAL ACTS	0.00	0.00	4,094.77	0.00		0.00	(4,094.77)	100.00
362-000.000-573.000	LOCAL COMMUNITY STABILIZATION	19,814.58	0.00	41,205.88	0.00		24,893.90	(41,205.88)	100.00
362-000.000-665.000	INTEREST	(19.07)	0.00	12,821.05	0.00		900.50	(12,821.05)	100.00
362-000.000-665.100	CHANGE IN INVESTMENTS	3,338.74	0.00	4,603.30	1,044.28		(27.99)	(4,603.30)	100.00
TOTAL REVENUES		392,544.94	379,700.00	424,251.91	332,737.92		25,766.41	(44,551.91)	111.73
Expenditures									
905.000	DEBT SERVICE	0.00	332,500.00	0.00	0.00		0.00	332,500.00	0.00
TOTAL EXPENDITURES		0.00	332,500.00	0.00	0.00		0.00	332,500.00	0.00
TOTAL REVENUES		392,544.94	379,700.00	424,251.91	332,737.92		25,766.41	(44,551.91)	111.73
TOTAL EXPENDITURES		0.00	332,500.00	0.00	0.00		0.00	332,500.00	0.00
NET OF REVENUES & EXPENDITURES		392,544.94	47,200.00	424,251.91	332,737.92		25,766.41	(377,051.91)	898.84

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		06/30/2019	2019-20	05/31/2020	05/31/2019				
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	
Fund 401 - CAPITAL IMPROVEMENT FUND									
Revenues									
401-000.000-529.000	FEDERAL GRANT	532,970.23	450,000.00	590,431.55	689,634.14		0.00	(140,431.55)	131.21
401-000.000-569.000	STATE GRANT	0.00	40,000.00	250,000.00	0.00		0.00	(210,000.00)	625.00
401-000.000-692.000	OTHER REVENUE	143.00	0.00	32.00	143.00		0.00	(32.00)	100.00
401-000.000-699.101	TRANSFERS IN - GENERAL FUND	615,000.00	400,000.00	400,000.00	215,000.00		0.00	0.00	100.00
401-000.000-699.202	TRANSFERS IN - MAJOR STREETS	0.00	300,000.00	150,000.00	0.00		0.00	150,000.00	50.00
TOTAL REVENUES		1,148,113.23	1,190,000.00	1,390,463.55	904,777.14		0.00	(200,463.55)	116.85
Expenditures									
276.000	CEMETERIES	0.00	0.00	253.75	0.00		253.75	(253.75)	100.00
443.000	SIDEWALKS	0.00	52,305.00	0.00	0.00		0.00	52,305.00	0.00
452.000	MAJOR STREET RECONSTRUCTION	60,739.55	428,325.00	60,999.90	30,407.84		0.00	367,325.10	14.24
453.000	LOCAL STREET RECONSTRUCTION	1,075,018.19	626,215.00	1,236,709.38	1,069,538.63		957.04	(610,494.38)	197.49
454.000	STREET SEALING-CURRENT YEAR	3,342.50	0.00	491,735.01	1,062.50		0.00	(491,735.01)	100.00
756.000	PARKS	0.00	40,000.00	0.00	0.00		0.00	40,000.00	0.00
900.000	CAPITAL OUTLAY	105,211.42	247,500.00	20,574.81	96,851.42		447.98	226,925.19	8.31
965.000	TRANSFERS TO OTHER FUNDS	362,500.00	0.00	0.00	362,500.00		0.00	0.00	0.00
TOTAL EXPENDITURES		1,606,811.66	1,394,345.00	1,810,272.85	1,560,360.39		1,658.77	(415,927.85)	129.83
TOTAL REVENUES		1,148,113.23	1,190,000.00	1,390,463.55	904,777.14		0.00	(200,463.55)	116.85
TOTAL EXPENDITURES		1,606,811.66	1,394,345.00	1,810,272.85	1,560,360.39		1,658.77	(415,927.85)	129.83
NET OF REVENUES & EXPENDITURES		(458,698.43)	(204,345.00)	(419,809.30)	(655,583.25)		(1,658.77)	215,464.30	205.44

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)		BALANCE NORM (ABNORM)		
Fund 408 - FIELDS OF DREAMS									
Revenues									
408-000.000-665.000	INTEREST	379.74	500.00	0.00	362.80	0.00	500.00	0.00	
408-000.000-675.000	CONTRIBUTIONS AND DONATIONS	0.00	25,000.00	0.00	(9,134.00)	0.00	25,000.00	0.00	
408-000.000-692.408	OTHER REVENUES - TOURNAMENTS	8,421.81	4,000.00	1,030.60	4,176.81	0.00	2,969.40	25.77	
408-000.000-699.101	TRANSFERS IN - GENERAL FUND	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES		18,801.55	29,500.00	1,030.60	(4,594.39)	0.00	28,469.40	3.49	
Expenditures									
751.000	RECREATION DEPARTMENT	4,050.00	500.00	0.00	4,513.33	0.00	500.00	0.00	
TOTAL EXPENDITURES		4,050.00	500.00	0.00	4,513.33	0.00	500.00	0.00	
TOTAL REVENUES		18,801.55	29,500.00	1,030.60	(4,594.39)	0.00	28,469.40	3.49	
TOTAL EXPENDITURES		4,050.00	500.00	0.00	4,513.33	0.00	500.00	0.00	
NET OF REVENUES & EXPENDITURES		14,751.55	29,000.00	1,030.60	(9,107.72)	0.00	27,969.40	3.55	

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD
		06/30/2019	2019-20	05/31/2020	05/31/2019				
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	
Fund 409 - STOCK'S PARK									
Revenues									
409-000.000-665.000	INTEREST	886.79	1,000.00	845.34	865.19		54.37	154.66	84.53
409-000.000-665.100	CHANGE IN INVESTMENTS	166.93	0.00	230.15	52.21		(1.40)	(230.15)	100.00
409-000.000-675.000	CONTRIBUTIONS AND DONATIONS	10,099.70	12,500.00	9,907.69	9,054.70		1,000.00	2,592.31	79.26
TOTAL REVENUES		11,153.42	13,500.00	10,983.18	9,972.10		1,052.97	2,516.82	81.36
Expenditures									
756.000	PARKS	6,913.10	8,000.00	3,910.15	6,513.10		0.00	4,089.85	48.88
TOTAL EXPENDITURES		6,913.10	8,000.00	3,910.15	6,513.10		0.00	4,089.85	48.88
TOTAL REVENUES		11,153.42	13,500.00	10,983.18	9,972.10		1,052.97	2,516.82	81.36
TOTAL EXPENDITURES		6,913.10	8,000.00	3,910.15	6,513.10		0.00	4,089.85	48.88
NET OF REVENUES & EXPENDITURES		4,240.32	5,500.00	7,073.03	3,459.00		1,052.97	(1,573.03)	128.60

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		06/30/2019	2019-20	05/31/2020	05/31/2019				
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	
Fund 481 - AIRPORT IMPROVEMENT FUND									
Revenues									
481-000.000-515.000	FEDERAL GRANT - AIRPORT	0.00	360,000.00	0.00	0.00		0.00	360,000.00	0.00
481-000.000-569.000	STATE GRANT	0.00	20,000.00	0.00	0.00		0.00	20,000.00	0.00
481-000.000-665.000	INTEREST	(2.04)	0.00	1,373.69	0.00		96.48	(1,373.69)	100.00
481-000.000-665.100	CHANGE IN INVESTMENTS	357.72	0.00	493.19	111.89		(3.00)	(493.19)	100.00
481-000.000-667.000	RENTS	21,332.00	21,330.00	21,332.00	21,332.00		0.00	(2.00)	100.01
481-000.000-667.481	RENTS - AIRPORT HANGARS	16,149.61	23,700.00	20,660.00	15,029.61		1,575.00	3,040.00	87.17
481-000.000-690.481	OTHER REFUNDS-LANDING FEES	1,165.00	1,200.00	1,785.00	1,065.00		0.00	(585.00)	148.75
481-000.000-692.000	OTHER REVENUE	115.00	0.00	578.62	115.00		28.62	(578.62)	100.00
481-000.000-692.295	OTHER REVENUES - FUEL SALES	133,839.00	165,000.00	51,013.99	124,664.82		3,386.01	113,986.01	30.92
TOTAL REVENUES		172,956.29	591,230.00	97,236.49	162,318.32		5,083.11	493,993.51	16.45
Expenditures									
900.000	CAPITAL OUTLAY	149,968.11	537,500.00	1,577.66	140,364.39		12,444.24	535,922.34	0.29
TOTAL EXPENDITURES		149,968.11	537,500.00	1,577.66	140,364.39		12,444.24	535,922.34	0.29
TOTAL REVENUES		172,956.29	591,230.00	97,236.49	162,318.32		5,083.11	493,993.51	16.45
TOTAL EXPENDITURES		149,968.11	537,500.00	1,577.66	140,364.39		12,444.24	535,922.34	0.29
NET OF REVENUES & EXPENDITURES		22,988.18	53,730.00	95,658.83	21,953.93		(7,361.13)	(41,928.83)	178.04

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	AVAILABLE BALANCE	% BDGT USED
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)			
Fund 582 - ELECTRIC FUND								
Revenues								
582-000.000-426.000	INTERDEPARTMENTAL REVENUE	93,005.16	40,000.00	209,258.13	33,376.05	17,917.86	(169,258.13)	523.15
582-000.000-660.000	RESIDENTIAL SALES	4,604,838.85	4,850,000.00	4,284,393.73	4,277,672.01	339,163.00	565,606.27	88.34
582-000.000-661.000	BUSINESS SALES	1,338,476.77	1,400,000.00	1,227,430.84	1,282,449.04	86,542.81	172,569.16	87.67
582-000.000-662.000	COMMERCIAL SALES	3,217,262.70	3,500,000.00	2,814,049.45	2,962,357.48	178,377.53	685,950.55	80.40
582-000.000-663.000	INDUSTRY SALES	3,062,875.85	3,325,000.00	2,801,279.29	2,806,983.83	226,914.08	523,720.71	84.25
582-000.000-664.000	STREET LIGHT SALES	52,026.33	56,000.00	48,843.79	47,662.48	4,464.77	7,156.21	87.22
582-000.000-665.000	INTEREST	269.92	5,000.00	115,019.32	(28,641.32)	0.00	(110,019.32)	2,300.39
582-000.000-665.100	CHANGE IN INVESTMENTS	67,674.18	20,000.00	29,142.20	73,596.16	0.00	(9,142.20)	145.71
582-000.000-669.000	LATE CHARGES	36,833.05	30,000.00	21,679.37	34,431.78	0.00	8,320.63	72.26
582-000.000-673.001	GAIN ON SALE OF PROPERTY	(1.19)	0.00	9,918.40	0.00	0.00	(9,918.40)	100.00
582-000.000-692.001	OTHER REVENUE - MISC OPERATING	121,545.86	80,000.00	85,105.36	86,021.04	645.00	(5,105.36)	106.38
582-000.000-693.000	MISC NON-OPERATING INCOME	23,316.32	45,000.00	38,039.67	23,728.30	1,064.87	6,960.33	84.53
582-000.000-694.000	CASH OVER & (SHORT)	(165.15)	0.00	100.89	(165.15)	0.00	(100.89)	100.00
TOTAL REVENUES		12,617,958.65	13,351,000.00	11,684,260.44	11,599,471.70	855,089.92	1,666,739.56	87.52
Expenditures								
175.000	ADMINISTRATIVE SERVICES	1,760,783.74	1,797,500.00	1,418,379.28	1,368,633.56	163,933.55	379,120.72	78.91
543.000	PRODUCTION	9,036,164.90	9,262,770.00	7,367,066.86	8,315,688.94	8,737.02	1,895,703.14	79.53
544.000	DISTRIBUTION	1,442,814.10	1,611,230.00	1,193,097.33	1,323,212.20	59,435.51	418,132.67	74.05
TOTAL EXPENDITURES		12,239,762.74	12,671,500.00	9,978,543.47	11,007,534.70	232,106.08	2,692,956.53	78.75
TOTAL REVENUES		12,617,958.65	13,351,000.00	11,684,260.44	11,599,471.70	855,089.92	1,666,739.56	87.52
TOTAL EXPENDITURES		12,239,762.74	12,671,500.00	9,978,543.47	11,007,534.70	232,106.08	2,692,956.53	78.75
NET OF REVENUES & EXPENDITURES		378,195.91	679,500.00	1,705,716.97	591,937.00	622,983.84	(1,026,216.97)	251.03

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		06/30/2019	2019-20	05/31/2020	05/31/2019				
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	
Fund 588 - DIAL-A-RIDE FUND									
Revenues									
588-000.000-529.000	FEDERAL GRANT	71,083.17	59,920.00	154,098.00	51,833.17		7,000.00	(94,178.00)	257.17
588-000.000-569.000	STATE GRANT	123,132.00	126,715.00	113,941.00	107,163.00		12,174.00	12,774.00	89.92
588-000.000-569.588	STATE GRANT - CAPITAL	(58.21)	189,000.00	0.00	(58.21)		0.00	189,000.00	0.00
588-000.000-651.000	USE AND ADMISSION FEES	47,215.50	45,000.00	36,020.00	44,325.00		1,252.50	8,980.00	80.04
588-000.000-673.000	SALE OF CITY PROPERTY	11,400.00	2,935.00	0.00	11,400.00		0.00	2,935.00	0.00
588-000.000-692.000	OTHER REVENUE	0.20	0.00	0.00	0.20		0.00	0.00	0.00
588-000.000-699.101	TRANSFERS IN - GENERAL FUND	89,665.00	98,245.00	0.00	0.00		0.00	98,245.00	0.00
TOTAL REVENUES		342,437.66	521,815.00	304,059.00	214,663.16		20,426.50	217,756.00	58.27
Expenditures									
175.000	ADMINISTRATIVE SERVICES	61,660.03	55,000.00	0.00	0.00		0.00	55,000.00	0.00
588.000	DIAL-A-RIDE	357,959.76	466,815.00	387,453.39	254,895.92		24,695.75	79,361.61	83.00
TOTAL EXPENDITURES		419,619.79	521,815.00	387,453.39	254,895.92		24,695.75	134,361.61	74.25
TOTAL REVENUES		342,437.66	521,815.00	304,059.00	214,663.16		20,426.50	217,756.00	58.27
TOTAL EXPENDITURES		419,619.79	521,815.00	387,453.39	254,895.92		24,695.75	134,361.61	74.25
NET OF REVENUES & EXPENDITURES		(77,182.13)	0.00	(83,394.39)	(40,232.76)		(4,269.25)	83,394.39	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

% Fiscal Year Completed: 91.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20	AVAILABLE BALANCE	% BDGT USED
		06/30/2019	2019-20	05/31/2020	05/31/2019			
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 590 - SEWER FUND								
Revenues								
590-000.000-426.000	INTERDEPARTMENTAL REVENUE	52,245.84	70,000.00	5,639.23	51,956.94	452.85	64,360.77	8.06
590-000.000-529.000	FEDERAL GRANT	156,145.27	0.00	173,654.73	0.00	0.00	(173,654.73)	100.00
590-000.000-660.000	RESIDENTIAL SALES	852,933.98	950,000.00	828,020.48	782,126.93	74,166.83	121,979.52	87.16
590-000.000-661.000	BUSINESS SALES	159,233.63	170,200.00	152,959.08	145,901.00	10,436.88	17,240.92	89.87
590-000.000-662.000	COMMERCIAL SALES	378,704.50	400,000.00	340,524.00	352,689.65	21,191.02	59,476.00	85.13
590-000.000-663.000	INDUSTRY SALES	261,347.84	280,000.00	272,212.45	241,764.39	23,489.76	7,787.55	97.22
590-000.000-665.000	INTEREST	1,659.65	1,000.00	1,351.07	1,456.85	0.00	(351.07)	135.11
590-000.000-668.000	APARTMENT SALES	323,657.43	330,000.00	314,972.81	295,875.35	27,944.45	15,027.19	95.45
590-000.000-669.000	LATE CHARGES	6,984.88	5,500.00	4,207.26	6,434.19	0.00	1,292.74	76.50
590-000.000-673.001	GAIN ON SALE OF PROPERTY	0.00	0.00	100.80	0.00	0.00	(100.80)	100.00
590-000.000-692.001	OTHER REVENUE - MISC OPERATING	76,253.91	80,000.00	59,078.35	86,439.50	4,356.30	20,921.65	73.85
590-000.000-693.000	MISC NON-OPERATING INCOME	11,461.27	9,000.00	6,009.75	10,836.96	290.46	2,990.25	66.78
TOTAL REVENUES		2,280,628.20	2,295,700.00	2,158,730.01	1,975,481.76	162,328.55	136,969.99	94.03
Expenditures								
175.000	ADMINISTRATIVE SERVICES	707,998.90	706,215.00	571,844.95	559,349.12	47,002.75	134,370.05	80.97
546.000	OPERATIONS	238,064.52	261,545.00	196,438.00	222,220.91	9,671.92	65,107.00	75.11
547.000	TREATMENT	619,362.57	901,540.00	557,950.53	572,556.61	80,012.92	343,589.47	61.89
TOTAL EXPENDITURES		1,565,425.99	1,869,300.00	1,326,233.48	1,354,126.64	136,687.59	543,066.52	70.95
TOTAL REVENUES		2,280,628.20	2,295,700.00	2,158,730.01	1,975,481.76	162,328.55	136,969.99	94.03
TOTAL EXPENDITURES		1,565,425.99	1,869,300.00	1,326,233.48	1,354,126.64	136,687.59	543,066.52	70.95
NET OF REVENUES & EXPENDITURES		715,202.21	426,400.00	832,496.53	621,355.12	25,640.96	(406,096.53)	195.24

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

% Fiscal Year Completed: 91.80

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20	AVAILABLE BALANCE	% BDGT USED
		06/30/2019	2019-20	05/31/2020	05/31/2019			
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 591 - WATER FUND								
Revenues								
591-000.000-426.000	INTERDEPARTMENTAL REVENUE	73,468.95	110,000.00	10,155.71	73,202.94	868.91	99,844.29	9.23
591-000.000-529.000	FEDERAL GRANT	234,660.41	0.00	101,339.59	0.00	0.00	(101,339.59)	100.00
591-000.000-660.000	RESIDENTIAL SALES	616,695.08	655,000.00	597,849.42	565,854.54	53,371.55	57,150.58	91.27
591-000.000-661.000	BUSINESS SALES	133,747.19	150,000.00	133,138.50	121,656.19	8,978.22	16,861.50	88.76
591-000.000-662.000	COMMERCIAL SALES	275,581.45	317,000.00	254,937.36	253,775.28	15,936.81	62,062.64	80.42
591-000.000-663.000	INDUSTRY SALES	150,064.68	150,000.00	157,167.27	138,755.98	13,538.16	(7,167.27)	104.78
591-000.000-665.000	INTEREST	2,038.77	5,000.00	11,504.86	(8,015.59)	0.00	(6,504.86)	230.10
591-000.000-665.100	CHANGE IN INVESTMENTS	15,645.36	15,000.00	1,594.52	20,645.00	0.00	13,405.48	10.63
591-000.000-668.000	APARTMENT SALES	230,594.61	255,000.00	223,536.28	211,058.63	19,822.76	31,463.72	87.66
591-000.000-669.000	LATE CHARGES	4,885.54	4,000.00	2,923.70	4,510.97	0.00	1,076.30	73.09
591-000.000-673.001	GAIN ON SALE OF PROPERTY	0.00	0.00	2,410.80	0.00	0.00	(2,410.80)	100.00
591-000.000-692.001	OTHER REVENUE - MISC OPERATING	19,816.25	17,500.00	24,859.12	18,279.15	369.79	(7,359.12)	142.05
591-000.000-693.000	MISC NON-OPERATING INCOME	5,530.57	5,000.00	3,514.76	5,266.25	290.46	1,485.24	70.30
591-000.000-693.001	MISC NON-OPERATING INCOME-WELL	2,054.48	5,000.00	3,072.50	2,054.48	0.00	1,927.50	61.45
TOTAL REVENUES		1,764,783.34	1,688,500.00	1,528,004.39	1,407,043.82	113,176.66	160,495.61	90.49
Expenditures								
175.000	ADMINISTRATIVE SERVICES	502,242.20	488,210.00	383,390.66	371,645.95	40,637.98	104,819.34	78.53
543.000	PRODUCTION	94,305.93	125,705.00	71,452.41	88,129.36	6,635.10	54,252.59	56.84
544.000	DISTRIBUTION	464,557.35	482,585.00	391,002.18	401,353.19	8,899.69	91,582.82	81.02
545.000	PURIFICATION	274,703.64	251,475.00	257,921.58	242,313.38	11,618.14	(6,446.58)	102.56
TOTAL EXPENDITURES		1,335,809.12	1,347,975.00	1,103,766.83	1,103,441.88	67,790.91	244,208.17	81.88
TOTAL REVENUES		1,764,783.34	1,688,500.00	1,528,004.39	1,407,043.82	113,176.66	160,495.61	90.49
TOTAL EXPENDITURES		1,335,809.12	1,347,975.00	1,103,766.83	1,103,441.88	67,790.91	244,208.17	81.88
NET OF REVENUES & EXPENDITURES		428,974.22	340,525.00	424,237.56	303,601.94	45,385.75	(83,712.56)	124.58

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

% Fiscal Year Completed: 91.80

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		06/30/2019	2019-20	05/31/2020	05/31/2019			MONTH 05/31/20	BALANCE
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	USED
Fund 633 - PUBLIC SERVICES INV. FUND									
Revenues									
633-000.000-650.000	SALE OF MATERIALS	7,194.58	10,000.00	5,867.33	(4,584.55)		10.00	4,132.67	58.67
633-000.000-691.000	INVENTORY ADJUSTMENT	0.00	0.00	(77.92)	0.00		0.00	77.92	100.00
633-000.000-699.101	TRANSFERS IN - GENERAL FUND	30,000.00	0.00	0.00	0.00		0.00	0.00	0.00
TOTAL REVENUES		37,194.58	10,000.00	5,789.41	(4,584.55)		10.00	4,210.59	57.89
Expenditures									
233.000	PUBLIC SERVICES INVENTORY	27,565.16	20,750.00	87,436.73	20,748.19		10.04	(66,686.73)	421.38
TOTAL EXPENDITURES		27,565.16	20,750.00	87,436.73	20,748.19		10.04	(66,686.73)	421.38
TOTAL REVENUES		37,194.58	10,000.00	5,789.41	(4,584.55)		10.00	4,210.59	57.89
TOTAL EXPENDITURES		27,565.16	20,750.00	87,436.73	20,748.19		10.04	(66,686.73)	421.38
NET OF REVENUES & EXPENDITURES		9,629.42	(10,750.00)	(81,647.32)	(25,332.74)		(0.04)	70,897.32	759.51

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		06/30/2019	2019-20	05/31/2020	05/31/2019				
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	
Fund 640 - REVOLVING MOBILE EQUIP. FUND									
Revenues									
640-000.000-529.000	FEDERAL GRANT	107,006.25	0.00	0.00	107,006.25		0.00	0.00	0.00
640-000.000-665.000	INTEREST	1,868.84	1,250.00	6,520.72	1,643.39		0.00	(5,270.72)	521.66
640-000.000-667.000	RENTS	228,687.92	250,000.00	156,799.99	214,260.72		22,311.67	93,200.01	62.72
640-000.000-667.301	RENTS - POLICE VEHICLES	65,301.75	95,800.00	56,570.25	59,868.75		5,307.75	39,229.75	59.05
640-000.000-673.000	SALE OF CITY PROPERTY	11,153.00	15,000.00	0.00	11,153.00		0.00	15,000.00	0.00
640-000.000-692.000	OTHER REVENUE	16,594.56	10,000.00	10,349.93	15,836.96		1,704.58	(349.93)	103.50
640-000.000-692.039	OTHER REVENUE - BPU	3,234.15	0.00	7,133.68	3,234.15		0.00	(7,133.68)	100.00
640-000.000-699.401	TRANSFERS IN - CAPITAL IMPROVE	362,500.00	0.00	0.00	362,500.00		0.00	0.00	0.00
TOTAL REVENUES		796,346.47	372,050.00	237,374.57	775,503.22		29,324.00	134,675.43	63.80
Expenditures									
444.000	MOBILE EQUIPMENT MAINTENANCE	352,764.48	349,555.00	309,377.84	773,369.08		10,350.18	40,177.16	88.51
TOTAL EXPENDITURES		352,764.48	349,555.00	309,377.84	773,369.08		10,350.18	40,177.16	88.51
TOTAL REVENUES		796,346.47	372,050.00	237,374.57	775,503.22		29,324.00	134,675.43	63.80
TOTAL EXPENDITURES		352,764.48	349,555.00	309,377.84	773,369.08		10,350.18	40,177.16	88.51
NET OF REVENUES & EXPENDITURES		443,581.99	22,495.00	(72,003.27)	2,134.14		18,973.82	94,498.27	320.09

PERIOD ENDING 05/31/2020

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR MONTH 05/31/20	AVAILABLE BALANCE	% BDGT USED
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)				
Fund 663 - FIRE VEHICLE & EQUIPMENT FUND									
Revenues									
663-000.000-437.000	SPECIAL ACTS	0.00	0.00	1,365.09	0.00	0.00		(1,365.09)	100.00
663-000.000-632.000	FIRE CALLS - STRUCTURE FIRES	3,000.00	1,500.00	0.00	3,000.00	0.00		1,500.00	0.00
663-000.000-665.000	INTEREST	0.00	300.00	0.00	0.00	0.00		300.00	0.00
663-000.000-673.000	SALE OF CITY PROPERTY	8,300.00	0.00	0.00	8,300.00	0.00		0.00	0.00
663-000.000-690.000	OTHER REFUNDS	0.00	0.00	1,800.00	0.00	0.00		(1,800.00)	100.00
TOTAL REVENUES		11,300.00	1,800.00	3,165.09	11,300.00	0.00		(1,365.09)	175.84
Expenditures									
336.000	FIRE DEPARTMENT	0.00	26,880.00	45,362.35	0.00	0.00		(18,482.35)	168.76
TOTAL EXPENDITURES		0.00	26,880.00	45,362.35	0.00	0.00		(18,482.35)	168.76
TOTAL REVENUES		11,300.00	1,800.00	3,165.09	11,300.00	0.00		(1,365.09)	175.84
TOTAL EXPENDITURES		0.00	26,880.00	45,362.35	0.00	0.00		(18,482.35)	168.76
NET OF REVENUES & EXPENDITURES		11,300.00	(25,080.00)	(42,197.26)	11,300.00	0.00		17,117.26	168.25

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		06/30/2019	2019-20	05/31/2020	05/31/2019			MONTH 05/31/20	BALANCE
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)	USED
Fund 677 - UNEMPLOYMENT INSURANCE FUND									
Revenues									
677-000.000-665.000	INTEREST	1,606.87	2,050.00	1,314.74	1,559.47		81.20	735.26	64.13
677-000.000-665.100	CHANGE IN INVESTMENTS	238.47	0.00	328.81	74.59		(2.00)	(328.81)	100.00
677-000.000-692.000	OTHER REVENUE	0.00	7,950.00	8,600.00	0.00		0.00	(650.00)	108.18
TOTAL REVENUES		1,845.34	10,000.00	10,243.55	1,634.06		79.20	(243.55)	102.44
Expenditures									
175.000	ADMINISTRATIVE SERVICES	93.07	10,000.00	1,448.00	93.07		0.00	8,552.00	14.48
TOTAL EXPENDITURES		93.07	10,000.00	1,448.00	93.07		0.00	8,552.00	14.48
TOTAL REVENUES		1,845.34	10,000.00	10,243.55	1,634.06		79.20	(243.55)	102.44
TOTAL EXPENDITURES		93.07	10,000.00	1,448.00	93.07		0.00	8,552.00	14.48
NET OF REVENUES & EXPENDITURES		1,752.27	0.00	8,795.55	1,540.99		79.20	(8,795.55)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	AVAILABLE		% BDT USED
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)		BALANCE NORM (ABNORM)		
Fund 699 - DPS LEAVE AND BENEFITS FUND									
Revenues									
699-000.000-690.000	OTHER REFUNDS	194,817.87	190,290.00	169,153.07	185,104.12	10,102.65	21,136.93	88.89	
TOTAL REVENUES		<u>194,817.87</u>	<u>190,290.00</u>	<u>169,153.07</u>	<u>185,104.12</u>	<u>10,102.65</u>	<u>21,136.93</u>	<u>88.89</u>	
Expenditures									
441.000	PUBLIC SERVICES DEPARTMENT	194,817.88	190,290.00	169,153.09	185,104.09	10,102.67	21,136.91	88.89	
TOTAL EXPENDITURES		<u>194,817.88</u>	<u>190,290.00</u>	<u>169,153.09</u>	<u>185,104.09</u>	<u>10,102.67</u>	<u>21,136.91</u>	<u>88.89</u>	
TOTAL REVENUES		194,817.87	190,290.00	169,153.07	185,104.12	10,102.65	21,136.93	88.89	
TOTAL EXPENDITURES		<u>194,817.88</u>	<u>190,290.00</u>	<u>169,153.09</u>	<u>185,104.09</u>	<u>10,102.67</u>	<u>21,136.91</u>	<u>88.89</u>	
NET OF REVENUES & EXPENDITURES		(0.01)	0.00	(0.02)	0.03	(0.02)	0.02	100.00	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	AVAILABLE		
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)		BALANCE	% BDGT USED	
Fund 711 - CEMETERY PERPETUAL CARE FUND									
Revenues									
711-000.000-642.100	SALE OF CEMETERY LOTS-LAKEVIE	2,135.00	2,500.00	6,475.00	1,135.00	1,500.00	(3,975.00)	259.00	
711-000.000-642.200	SALE OF CEMETERY LOTS-OAKGROV	5,050.40	5,000.00	12,575.50	4,050.40	3,000.00	(7,575.50)	251.51	
711-000.000-665.000	INTEREST	14,241.72	20,000.00	11,143.82	8,819.81	398.79	8,856.18	55.72	
711-000.000-665.100	CHANGE IN INVESTMENTS	1,478.58	0.00	2,038.60	462.47	(12.40)	(2,038.60)	100.00	
TOTAL REVENUES		22,905.70	27,500.00	32,232.92	14,467.68	4,886.39	(4,732.92)	117.21	
Expenditures									
965.000	TRANSFERS TO OTHER FUNDS	15,500.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	
TOTAL EXPENDITURES		15,500.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	
TOTAL REVENUES		22,905.70	27,500.00	32,232.92	14,467.68	4,886.39	(4,732.92)	117.21	
TOTAL EXPENDITURES		15,500.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	
NET OF REVENUES & EXPENDITURES		7,405.70	7,500.00	32,232.92	14,467.68	4,886.39	(24,732.92)	429.77	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	AVAILABLE		% BGD USED
		06/30/2019 NORM (ABNORM)	2019-20 AMENDED BUDGET	05/31/2020 NORM (ABNORM)	05/31/2019 NORM (ABNORM)		BALANCE		
Fund 712 - STOCK'S PARK PERPETUAL MAINT.									
Revenues									
712-000.000-665.000	INTEREST	835.75	1,000.00	1,191.17	828.65	81.15	(191.17)	119.12	
712-000.000-665.100	CHANGE IN INVESTMENTS	286.18	0.00	394.58	89.51	(2.40)	(394.58)	100.00	
712-000.000-675.000	CONTRIBUTIONS AND DONATIONS	6,013.00	7,000.00	2,727.00	6,013.00	0.00	4,273.00	38.96	
TOTAL REVENUES		<u>7,134.93</u>	<u>8,000.00</u>	<u>4,312.75</u>	<u>6,931.16</u>	<u>78.75</u>	<u>3,687.25</u>	<u>53.91</u>	
TOTAL REVENUES		7,134.93	8,000.00	4,312.75	6,931.16	78.75	3,687.25	53.91	
TOTAL EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
NET OF REVENUES & EXPENDITURES		<u>7,134.93</u>	<u>8,000.00</u>	<u>4,312.75</u>	<u>6,931.16</u>	<u>78.75</u>	<u>3,687.25</u>	<u>53.91</u>	

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

PERIOD ENDING 05/31/2020

% Fiscal Year Completed: 91.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT
		06/30/2019	2019-20	05/31/2020	05/31/2019			MONTH 05/31/20	BALANCE	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)		
Fund 715 - R. L. OWEN MEMORIAL FUND										
Revenues										
715-000.000-665.000	INTEREST	4,068.78	5,000.00	4,204.21	4,070.00		57.89	795.79		84.08
715-000.000-665.100	CHANGE IN INVESTMENTS	214.63	0.00	295.92	67.13		(1.80)	(295.92)		100.00
TOTAL REVENUES		<u>4,283.41</u>	<u>5,000.00</u>	<u>4,500.13</u>	<u>4,137.13</u>		<u>56.09</u>	<u>499.87</u>		<u>90.00</u>
TOTAL REVENUES		4,283.41	5,000.00	4,500.13	4,137.13		56.09	499.87		90.00
TOTAL EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>		<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>4,283.41</u>	<u>5,000.00</u>	<u>4,500.13</u>	<u>4,137.13</u>		<u>56.09</u>	<u>499.87</u>		<u>90.00</u>
TOTAL REVENUES - ALL FUNDS		26,216,715.88	28,639,130.00	23,565,358.76	23,251,667.71		1,601,996.21	5,073,771.24		82.28
TOTAL EXPENDITURES - ALL FUNDS		<u>24,416,594.43</u>	<u>26,360,945.00</u>	<u>20,714,323.94</u>	<u>21,657,278.10</u>		<u>857,753.54</u>	<u>5,646,621.06</u>		<u>78.58</u>
NET OF REVENUES & EXPENDITURES		<u>1,800,121.45</u>	<u>2,278,185.00</u>	<u>2,851,034.82</u>	<u>1,594,389.61</u>		<u>744,242.67</u>	<u>(572,849.82)</u>		<u>125.15</u>

City of Hillsdale Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item: New Business

SUBJECT: House Bill 5810 Summary

BACKGROUND PROVIDED BY STAFF: Peter Merritt, City Treasurer

BACKGROUND: State Legislature is looking at modifying current tax code to adjust to the COVID-19 impact on property owners. The following summary is a current proposed alteration for this tax year. Nothing has passed as of yet.

RECOMMENDATION: Council needs to be aware of alterations that the State Legislature may make to the funding of City Services that will potentially have a negative impact on the City's cash flow. Please review the enclosed summary of the current House Bill 5810 proposal.

Dave,

Here is an itemized summary of HB 5810:

1. Local taxing unit shall accept as timely payment for Summer Tax, September 30, 2020.
2. The local taxing unit shall NOT impose any interest, penalty, or other late charge as authorized under section 44a (6).
3. The local taxing unit shall allow the property owner to enter into a payment plan, which MUST be paid before being returned as delinquent under section 78a.
4. For taxes unpaid after September 30, 2020, MUST BE RETURNED AS DELINQUENT to the COUNTY TREASURER on October 1, 2020 as provided in section 78a (6). (This subdivision DOES NOT APPLY to unpaid summer 2020 property taxes, if that payment plan applies to at least \$50.00 for the bill for the summer 2020 property tax.)

A property owner qualifies for the above if the owner meets all of the following:

1. If a person experienced economic hardship as a result of COVID-19 pandemic or the government's response to the pandemic, or both.
2. The owner by not later than August 28, 2020 has to FILE AN AFFIDAVIT with the local tax collecting unit in a manner prescribed by the Department of Treasury attesting to the ECONOMIC HARDSHIP.
 - a. For the purpose of this subsection, evidence of economic hardship includes:
 - i. A property owner's inability to timely pay summer 2020 property tax due to closure of the business or a restriction of its operation resulting from the COVID-19 pandemic had on property owner's employment or income.
 - ii. Examples are: loss of job, reduction in work hours, or a reduction in pay.
 - iii. Absent evidence of a business closure or restriction or an adverse impact on employment income, a property owner is presumed NOT to have incurred economic hardship.
3. If NOT a party to an escrow agreement or other agreement obligating another individual or legal entity to pay those 2020 property taxes for that property owner.
4. A property owner that FRAUDULENTLY claims eligibility under subsection 2 is guilty of a misdemeanor, punishable by imprisonment in the county jail for not less than 30 days or more than 6 months or by a fine of not less than \$500.00 or more than \$2,500.00, or both.
 - a. If the assessor for the local tax collecting unit is satisfied that a property owner is liable under this subsection, he or she shall report the case to the prosecuting attorney of the county.

It is the intent of this legislation that, all of the following apply to the collection of summer 2020 property taxes described in section 44 (1) (d) that remain unpaid after September 30, 2020:

1. Those unpaid summer 2020 property taxes MUST BE RETURNED as DELINQUENT to the County Treasurer on October 1, 2020.

2. Beginning on October 1, 2020, taxes are due and payable to the county on behalf of the taxing units
3. These taxes are SUBJECT to payment, including payment from a county's delinquent tax revolving fund under section 87b and 87f, by not later than December 31, 2020.
 - a. It is the intent of the legislature that sufficient funds be appropriated from the general fund to the department of treasury for payment to county treasurers to compensate for any additional cost of borrowing reasonably incurred to finance their delinquent tax revolving funds
4. Subject to section 78t, the fees and interest charges described in subsection (3) apply to those delinquent summer 2020 taxes beginning October 1, 2020, and continue through February 28, 2021.
5. Beginning March 1, 2021, interest imposed on any unpaid balance MUST BE REDUCED to a non-compounded rate of $\frac{1}{2}\%$ per month or fraction of a month pursuant to a written payment plan entered into between the foreclosing governmental unit and the taxpayer.
6. For all other purposes relating to forfeiture, foreclosure, and sale for the enforcement and collection of delinquent taxes under this act, unpaid summer 2020 property taxes returned as delinquent must be treated as having been returned at the time prescribed under section (2) for the return of unpaid taxes levied in December 2020.

City of Hillsdale

Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item: Public Hearing

SUBJECT: ICE Grant Close Out

BACKGROUND PROVIDED BY STAFF:

BACKGROUND:

The grant period for the Community Block Grant (CDBG) for the Infrastructure Capacity Enhancement (ICE) Grant project has now concluded. As part of the grant close-out process, the City must document that it has conducted a closeout public hearing to discuss the project's accomplishments and if the goals of the project have been met.

The City received a CDBG ICE Grant on July 7, 2017. The goal of the project included upgrading existing water and sewer systems. The initial approved grant application included this project description:

SCOPE OF PROJECT

The overall project consists of utility improvements on Garden, Mead, and Vine Streets and Rippon Avenue. Utilities included are sanitary sewer, storm sewer, and watermain. The replacement of these utilities will entail the removal and replacement of the entire roadway including, concrete curb and gutter, drive approaches, sidewalk, sand subbase, gravel base, and HMA. An overall reduction in impervious area will meet the Green Infrastructure requirement.

The replacement of the various utilities are for several different reasons. The watermain is being replaced due to the current watermain being undersized and being made of cast iron or galvanized steel which are both prone to breaking and leakage. Also, lead water services have previously been found and replaced in the area. This project will eliminate any remaining lead water services in the project area. The replacement of the sanitary sewer is due to its age and that it is made of vitrified clay pipe which is prone to breaking and leakage.

On Garden Street, several laterals come out of the rear of the houses and flow under the St. Joseph River. These laterals are not serviceable or accessible. Infiltration of river water into

these laterals put an additional burden on the WWTP, which results in higher sewer rates for everyone in the City. Failure of these could result in the discharge of raw sewage directly into the river. At the north end of Rippon Avenue, there is a portion of the sanitary sewer that runs through a ravine behind several houses. This section of sanitary sewer has experienced backups and overflows in the past, which has resulted in raw sewage being discharged into the watercourse which flows in the bottom of the ravine. This watercourse is within a quarter mile of the St. Joseph River. The new sanitary sewer will be relocated to the Rippon Avenue right-of-way, and will allow the City to abandon the existing sanitary sewer in the ravine. This will eliminate the possibility of sewer overflows in the ravine in the future.

RECOMMENDATION:

Staff recommends that City Council conduct the Public Hearing to discuss the goals of this project June 15, 2020.

City of Hillsdale

Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item # : Old Business

SUBJECT: City Preparedness and Response Plan

BACKGROUND PROVIDED BY STAFF David Mackie, City Manager

According to the Governor's executive orders the City of Hillsdale must have a Preparedness and Response Plan in place when opening to the public once her Stay at Home Order expires. Our plan is modeled off plans adopted by the Hillsdale County Commissioners, other communities in the area and Executive Order No. 2020-114.

Attached is the proposed City of Hillsdale's COVID-19 Preparedness and Response Plan and Executive Order No. 2020-114 Safeguards to protect Michigan's workers from COVID-19.

RECOMMENDATION: City Council discuss and consider authorizing the City Manager to certify the City's COVID-19 Preparedness and Response Plan in accordance with the Governor's executive orders.

City of Hillsdale, Michigan
COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, the City of Hillsdale has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-42 and subsequent Executive Orders 2020-59, 2020-91 and 2020-92, prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42 and 2020-59.

Under Executive Orders 2020-42, 2020-59, 2020-91 and 2020-92, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix A. The screening questionnaire should be completed by all City employees before entering their workplace. Employees may also be required to comply with any additional screening process required by applicable state or county authorities. If an employee fails any screening process, he or she should be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix B.

Personal Protective Equipment

The City shall provide and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE)

Social Distancing

Employees are to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly using disinfectant products with EPA-approved emerging viral pathogens claims, to the extent available. Employees will be provided with access to disposable disinfectant wipes, when they are available, so that any commonly used surfaces can be wiped down before each use. In the absence of disinfectant wipes, approved disinfecting sprays and paper towels will be used. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, a deep cleaning of that person's work station and immediate area will be conducted by custodial staff prior to opening the next business day.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering a City workplace shall be screened prior to entering the workplace. A screening questionnaire should be utilized to decide if the visitor can enter the workplace. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they should not be allowed into the workplace. All visitors that are permitted to enter the workplace shall wear all appropriate PPE prior to entering the workplace.

The City requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a scarf, bandana, handkerchief, or homemade mask, while present in any enclosed public space within a City-owned building.

All visitors to any City office shall be restricted to specified marked areas within buildings or required to utilize outside service windows where necessary.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the COVID-19 symptoms:
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19;
 - or

- In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify their HR. Manager (517-437-6443)
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then the City will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify the HR. Manager of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then the City will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

When possible, meetings between City of Hillsdale and the Public should be conducted via phone/computer. When this is not possible the following will apply:

- One-on-one meetings between a member of the public and a member of the City staff are allowed to occur in the staff member's office, but both participants will be required to wear masks provided by the City.
- Interactions and meetings involving member of the public and City staff that are larger than one-on-one shall take place in only the second story conference room of city hall or other City Offices and attendants shall be provided a masks by the city what will be worn during the meeting.

To open we will follow the requirements of Executive Order 2020-91 and/or future Executive Orders that supersede it.

APPENDIX A

City of Hillsdale Michigan

COVID-19 WORKPLACE HEALTH SCREENING QUESTIONNAIRE

Employee name: _____

Date: _____ Time: _____

In the past 24 hours, have you experienced:

Any of the Covid-19 Symptoms: Yes _____ No _____
(fever, shortness of breath, cough, sore throat, etc.)

Current temperature: _____

If you answer “yes” to any of the symptoms listed above, or if your temperature is 100.4°F or higher, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

In the past 14 days have you:

Had close contact with an individual diagnosed with COVID-19? Yes _____ No _____

If you answer “yes” to either of these questions, please do not go into work (unless exempt). Self-quarantine at home for 14 days.

Department Managers will be responsible to insure each employee completes the “Screening Questionnaire: daily before entering the work place. All copies to be given to Safety Coordinator on a daily basis.

APPENDIX B

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

Appendix C

Public Restrooms

Due to their use in each park facility, as well as Fields of Dreams, public restrooms are a location where transmission of COVID-19 is at its highest chance. As such the City will be implementing the following changes in order to make them safely accessible:

- Clean and sanitize all public restrooms at once daily.
 - Post signs to that effect, stating that they are cleaned once per day, posting the approximate time.
 - We will ask for their cooperation in keeping it clean and will give them a number to call if there are problems.
- Check the facilities 2-3 times per day to assure normal supplies are available. If we find that a facility has been trashed, we will close it until we can schedule a thorough cleaning prior to reopening. If we have an ongoing problem, we will close the facilities.

General Information

- Personal guests will not be allowed in any public facility.
- Employees should not participate in any unnecessary physical contact.
- City Employees at Hillsdale Airport, Dial-a-Ride, and Public Library shall be required to wear masks at all times when interaction with the public and unable to maintain six (6') of physical distance.
- City parks will open with only initial cleaning performed, this includes pavilions.
- Public drinking fountains will not be open due to inability to insure safety.
- Que positions shall be placed on the floor/walkways to help insure physical distancing.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GARLIN GILCHRIST II
LT. GOVERNOR

EXECUTIVE ORDER

No. 2020-114

Safeguards to protect Michigan's workers from COVID-19

Rescission of Executive Order 2020-97

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

On March 10, 2020, the Department of Health and Human Services identified the first two presumptive-positive cases of COVID-19 in Michigan. On that same day, I issued Executive Order 2020-4. This order declared a state of emergency across the state of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended (EMA), MCL 30.401 et seq., and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended (EPGA), MCL 10.31 et seq.

Since then, the virus spread across Michigan, bringing deaths in the thousands, confirmed cases in the tens of thousands, and deep disruption to this state's economy, homes, and educational, civic, social, and religious institutions. On April 1, 2020, in response to the widespread and severe health, economic, and social harms posed by the COVID-19 pandemic, I issued Executive Order 2020-33. This order expanded on Executive Order 2020-4 and declared both a state of emergency and a state of disaster across the State of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, and the Emergency Powers of the Governor Act of 1945. And on April 30, 2020, finding that COVID-19 had created emergency and disaster conditions across the State of Michigan, I issued Executive Order 2020-67 to continue the emergency declaration under the Emergency Powers of the Governor Act, as well as Executive Order 2020-68 to issue new emergency and disaster declarations under the Emergency Management Act.

Those executive orders have been challenged in *Michigan House of Representatives and Michigan Senate v Whitmer*. On May 21, 2020, the Court of Claims ruled that Executive Order 2020-67 is a valid exercise of authority under the Emergency Powers of the Governor Act but that Executive Order 2020-68 is not a valid exercise of authority under the Emergency Management Act. Both of those rulings are being challenged on appeal.

On May 22, 2020, I issued Executive Order 2020-99, again finding that the COVID-19 pandemic constitutes a disaster and emergency throughout the State of Michigan. That order constituted a state of emergency declaration under the Emergency Powers of the Governor Act of 1945. And, to the extent the governor may declare a state of emergency and a state of disaster under the Emergency Management Act when emergency and disaster conditions exist yet the legislature has declined to grant an extension request, that order also constituted a state of emergency and state of disaster declaration under that act.

The Emergency Powers of the Governor Act provides a sufficient legal basis for issuing this executive order. In relevant part, it provides that, after declaring a state of emergency, “the governor may promulgate reasonable orders, rules, and regulations as he or she considers necessary to protect life and property or to bring the emergency situation within the affected area under control.” MCL 10.31(1).

Nevertheless, subject to the ongoing litigation and the possibility that current rulings may be overturned or otherwise altered on appeal, I also invoke the Emergency Management Act as a basis for executive action to combat the spread of COVID-19 and mitigate the effects of this emergency on the people of Michigan, with the intent to preserve the rights and protections provided by the EMA. The EMA vests the governor with broad powers and duties to “cop[e] with dangers to this state or the people of this state presented by a disaster or emergency,” which the governor may implement through “executive orders, proclamations, and directives having the force and effect of law.” MCL 30.403(1)–(2). This executive order falls within the scope of those powers and duties, and to the extent the governor may declare a state of emergency and a state of disaster under the Emergency Management Act when emergency and disaster conditions exist yet the legislature has not granted an extension request, they too provide a sufficient legal basis for this order.

To suppress the spread of COVID-19, to prevent the state’s health care system from being overwhelmed, to allow time for the production of critical test kits, ventilators, and personal protective equipment, to establish the public health infrastructure necessary to contain the spread of infection, and to avoid needless deaths, it was reasonable and necessary to direct residents to remain at home or in their place of residence to the maximum extent feasible. To that end, on March 23, 2020, I issued Executive Order 2020-21, ordering all people in Michigan to stay home and stay safe. In Executive Orders 2020-42, 2020-59, 2020-70, 2020-77, 2020-92, and 2020-96, I extended that initial order, modifying its scope as needed and appropriate to match the ever-changing circumstances presented by this pandemic.

The measures put in place by these executive orders have been effective: the number of new confirmed cases each day continues to drop. Although the virus remains aggressive and persistent—on June 4, 2020, Michigan reported 58,241 confirmed cases and 5,595 deaths—the strain on our health care system has begun to relent, even as our testing capacity has increased. We are now in the process of gradually resuming in-person work and activities. In so doing, however, we must move with care, patience, and vigilance, recognizing the grave harm that this virus continues to inflict on our state and how quickly our progress in suppressing it can be undone.

In particular, businesses must do their part to protect their employees, their patrons, and their communities. Many businesses have already done so by implementing robust safeguards to prevent viral transmission. But we can and must do more: no one should feel

unsafe at work. With Executive Orders 2020-91 and 2020-97, I created an enforceable set of workplace standards that apply to all businesses across the state. I am now amending those standards to include new provisions governing in-home services, personal care services, sporting and entertainment venues, and gyms.

Acting under the Michigan Constitution of 1963 and Michigan law, I order the following:

1. All businesses or operations that require their employees to leave the homes or residences for work must, at a minimum:
 - (a) Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”) and available [here](#). Within two weeks of resuming in-person activities, a business’s or operation’s plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
 - (b) Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
 - (c) Provide COVID-19 training to employees that covers, at a minimum:
 - (1) Workplace infection-control practices.
 - (2) The proper use of personal protective equipment.
 - (3) Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - (4) How to report unsafe working conditions.
 - (d) Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
 - (e) Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
 - (f) Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
 - (g) Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face

shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

- (h) Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- (i) Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- (j) Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- (k) When an employee is identified with a confirmed case of COVID-19:
 - (1) Immediately notify the local public health department, and
 - (2) Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- (l) An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”) and they are released from any quarantine or isolation by the local public health department.
- (m) Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- (n) Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the workplace to allow for deep cleaning.
- (o) Restrict business-related travel for employees to essential travel only.
- (p) Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- (q) Promote remote work to the fullest extent possible.
- (r) Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

2. Businesses or operations whose work is primarily and traditionally performed outdoors must:
 - (a) Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
 - (b) Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
 - (c) Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
 - (d) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.

3. Businesses or operations in the construction industry must:
 - (a) Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
 - (b) Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in sub-provision (b) of this section, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.
 - (c) Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.
 - (d) Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.
 - (e) Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
 - (f) Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees.
 - (g) Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite.
 - (h) Restrict unnecessary movement between project sites.

- (i) Create protocols for minimizing personal contact upon delivery of materials to the worksite.

4. Manufacturing facilities must:

- (a) Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening as soon as no-touch thermometers can be obtained.
- (b) Create dedicated entry point(s) at every facility for daily screening as provided in sub-provision (a) of this section, and ensure physical barriers are in place to prevent anyone from bypassing the screening.
- (c) Suspend all non-essential in-person visits, including tours.
- (d) Train employees on, at a minimum:
 - (1) Routes by which the virus causing COVID-19 is transmitted from person to person.
 - (2) Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
 - (3) The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- (e) Reduce congestion in common spaces wherever practicable by, for example, closing salad bars and buffets within cafeterias and kitchens, requiring individuals to sit at least six feet from one another, placing markings on the floor to allow social distancing while standing in line, offering boxed food via delivery or pick-up points, and reducing cash payments.
- (f) Implement rotational shift schedules where possible (e.g., increasing the number of shifts, alternating days or weeks) to reduce the number of employees in the facility at the same time.
- (g) Stagger meal and break times, as well as start times at each entrance, where possible.
- (h) Install temporary physical barriers, where practicable, between work stations and cafeteria tables.
- (i) Create protocols for minimizing personal contact upon delivery of materials to the facility.
- (j) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible.

- (k) Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees, and discontinue use of hand dryers.
 - (l) Notify plant leaders and potentially exposed individuals upon identification of a positive case of COVID-19 in the facility, as well as maintain a central log for symptomatic employees or employees who received a positive test for COVID-19.
 - (m) Send potentially exposed individuals home upon identification of a positive case of COVID-19 in the facility.
 - (n) Require employees to self-report to plant leaders as soon as possible after developing symptoms of COVID-19.
 - (o) Shut areas of the manufacturing facility for cleaning and disinfection, as necessary, if an employee goes home because he or she is displaying symptoms of COVID-19.
5. Research laboratories, but not laboratories that perform diagnostic testing, must:
- (a) Assign dedicated entry point(s) and/or times into lab buildings.
 - (b) Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
 - (c) Create protocols and/or checklists as necessary to conform to the facility's COVID-19 preparedness and response plan.
 - (d) Suspend all non-essential in-person visitors (including undergraduate students) until further notice.
 - (e) Establish and implement a plan for distributing face coverings.
 - (f) Limit the number of people per square feet of floor space permitted in a particular laboratory at one time.
 - (g) Close open workspaces, cafeterias, and conference rooms.
 - (h) As necessary, use tape on the floor to demarcate socially distanced workspaces and to create one-way traffic flow.
 - (i) Require all office and dry lab work to be conducted remotely.
 - (j) Minimize the use of shared lab equipment and shared lab tools and create protocols for disinfecting lab equipment and lab tools.

- (k) Provide disinfecting supplies and require employees to wipe down their work stations at least twice daily.
 - (l) Implement an audit and compliance procedure to ensure that cleaning criteria are followed.
 - (m) Establish a clear reporting process for any symptomatic individual or any individual with a confirmed case of COVID-19, including the notification of lab leaders and the maintenance of a central log.
 - (n) Clean and disinfect the work site when an employee is sent home with symptoms or with a confirmed case of COVID-19.
 - (o) Send any potentially exposed co-workers home if there is a positive case in the facility.
 - (p) Restrict all non-essential work travel, including in-person conference events.
6. Retail stores that are open for in-store sales, as well as libraries and museums, must:
- (a) Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.
 - (b) Establish lines to regulate entry in accordance with subsection (c) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.
 - (c) Except in Regions 6 and 8, adhere to the following restrictions:
 - (1) For stores of less than 50,000 square feet of customer floor space, must limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal. Stores of more than 50,000 square feet must:
 - (A) Limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.
 - (B) Create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions, including but not limited to heart disease, diabetes, and lung disease.

- (2) The director of the Department of Health and Human Services is authorized to issue an emergency order varying the capacity limits described in this subsection as necessary to protect the public health.
 - (d) Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.
 - (e) Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.
 - (f) Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.
 - (g) Install physical barriers at checkout or other service points that require interaction, including plexiglass barriers, tape markers, or tables, as appropriate.
 - (h) Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.
 - (i) Train employees on:
 - (1) Appropriate cleaning procedures, including training for cashiers on cleaning between customers.
 - (2) How to manage symptomatic customers upon entry or in the store.
 - (j) Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.
 - (k) Limit staffing to the minimum number necessary to operate.
7. Offices must:
- (a) Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
 - (b) Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
 - (c) Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).
 - (d) Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.

- (e) Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings).
- (f) Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office. Use virtual meetings whenever possible.
- (g) Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.
- (h) Post signs about the importance of personal hygiene.
- (i) Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- (j) Institute cleaning and communications protocols when employees are sent home with symptoms.
- (k) Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- (l) Suspend all nonessential visitors.
- (m) Restrict all non-essential travel, including in-person conference events.

8. Restaurants and bars must:

- (a) Limit capacity to 50% of normal seating.
- (b) Require six feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).
- (c) Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.
- (d) Close waiting areas and ask customers to wait in cars for a notification when their table is ready.
- (e) Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
- (f) Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.

- (g) Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.
 - (h) Post sign(s) instructing customers to wear face coverings until they get to their table.
 - (i) Require hosts, servers, and staff to wear face coverings in the dining area.
 - (j) Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration (“FDA”).
 - (k) Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools).
 - (l) Train employees on:
 - (1) Appropriate use of personal protective equipment in conjunction with food safety guidelines.
 - (2) Food safety health protocols (e.g., cleaning between customers, especially shared condiments).
 - (3) How to manage symptomatic customers upon entry or in the restaurant.
 - (m) Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.
 - (n) Close restaurant immediately if an employee shows symptoms of COVID-19, defined as either the new onset of cough or new onset of chest tightness or two of the following: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, or olfactory/taste disorder(s), and perform a deep clean, consistent with guidance from the FDA and the CDC. Such cleaning may occur overnight.
 - (o) Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
 - (p) To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, host stands, break rooms, and offices, to maintain at least a six-foot distance between employees.
9. Outpatient health-care facilities, including clinics, primary care physician offices, or dental offices, and also including veterinary clinics, must:
- (a) Post signs at entrance(s) instructing patients to wear a face covering when inside.

- (b) Limit waiting-area occupancy to the number of individuals who can be present while staying six feet away from one another and ask patients, if possible, to wait in cars for their appointment to be called.
 - (c) Mark waiting rooms to enable six feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).
 - (d) Enable contactless sign-in (e.g., sign in on phone app) as soon as practicable.
 - (e) Add special hours for highly vulnerable patients, including the elderly and those with chronic conditions.
 - (f) Conduct a common screening protocol for all patients, including a temperature check and questions about COVID-19 symptoms.
 - (g) Place hand sanitizer and face coverings at patient entrance(s).
 - (h) Require employees to make proper use of personal protective equipment in accordance with guidance from the CDC and OSHA.
 - (i) Require patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure.
 - (j) Install physical barriers at sign-in, temperature screening, or other service points that normally require personal interaction (e.g., plexiglass, cardboard, tables).
 - (k) Employ telehealth and telemedicine to the greatest extent possible.
 - (l) Limit the number of appointments to maintain social distancing and allow adequate time between appointments for cleaning.
 - (m) Employ specialized procedures for patients with high temperatures or respiratory symptoms (e.g., special entrances, having them wait in their car) to avoid exposing other patients in the waiting room.
 - (n) Deep clean examination rooms after patients with respiratory symptoms and clean rooms between all patients.
 - (o) Establish procedures for building disinfection in accordance with CDC guidance if it is suspected that an employee or patient has COVID-19 or if there is a confirmed case.
10. All businesses or operations that provide in-home services, including cleaners, repair persons, painters, and the like, must:
- (a) Require their employees (or, if a sole-owned business, the business owner) to perform a daily health screening prior to going to the job site.

- (b) Maintain accurate appointment record, including date and time of service, name of client, and contact information, to aid with contact tracing.
 - (c) Limit direct interaction with customers by using electronic means of communication whenever possible.
 - (d) Prior to entering the home, inquire with the customer whether anyone in the household has been diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has had close contact with someone who has been diagnosed with COVID-19. If so, the business or operation must reschedule for a different time.
 - (e) Limit the number of employees inside a home to the minimum number necessary to perform the work in a timely fashion.
 - (f) Gloves should be worn when practical and disposed of in accordance with guidance from the CDC.
11. All businesses or operations that provide barbering, cosmetology services, body art services (including tattooing and body piercing), tanning services, massage services, or similar personal-care services must:
- (a) Maintain accurate appointment and walk-in records, including date and time of service, name of client, and contact information, to aid with contact tracing.
 - (b) Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.
 - (c) Restrict entry to customers, to a caregiver of those customers, or to the minor dependents of those customers.
 - (d) Require in-use workstations to be separated by at least six feet from one another and, if feasible, separate workstations with physical barriers (e.g., plexiglass, strip curtains).
 - (e) Limit waiting-area occupancy to the number of individuals who can be present while staying six feet away from one another and ask customers, if possible, to wait in cars for their appointment to be called.
 - (f) Discontinue all self-service refreshments.
 - (g) Discard magazines in waiting areas and other nonessential, shared items that cannot be disinfected.
 - (h) Mark waiting areas to enable six feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).
 - (i) Require employees to make proper use of personal protective equipment in accordance with guidance from the CDC and OSHA.

- (j) Require employees and customers to wear a face covering at all times, except that customers may temporarily remove a face covering when receiving a service that requires its removal. During services that require a customer to remove their face covering, an employee must wear a face shield or goggles in addition to the face covering.
 - (k) Install physical barriers, such as sneeze guards and partitions at cash registers, where maintaining physical distance of six feet is difficult.
 - (l) Cooperate with the local public health department if a confirmed case of COVID-19 is identified in the facility.
12. Sports and entertainment facilities, including arenas, cinemas, concert halls, performance venues, sporting venues, stadiums and theaters, as well as places of public amusement, such as amusement parks, arcades, bingo halls, bowling alleys, night clubs, skating rinks, and trampoline parks, must:
- (a) Post signs outside of entrances informing customers not to enter if they are or have recently been sick.
 - (b) Encourage or require patrons to wear face coverings.
 - (c) Establish crowd-limiting measures to meter the flow of patrons (e.g., digital queuing, delineated waiting areas, parking instructions, social distance markings on ground or cones to designate social distancing, etc.).
 - (d) Use physical dividers, marked floors, signs, and other physical and visual cues to maintain six feet of distance between persons.
 - (e) Limit seating occupancy to the extent necessary to enable patrons not of the same household to maintain six feet of distance from others (e.g., stagger group seating upon reservation, close off every other row, etc.).
 - (f) For sports and entertainment facilities, establish safe exit procedures for patrons (e.g., dismiss groups based on ticket number, row, etc.).
 - (g) For sports and entertainment facilities, to the extent feasible, adopt specified entry and exit times for vulnerable populations, as well as specified entrances and exits.
 - (h) Train employees who interact with patrons (e.g., ushers) on how to:
 - (1) Monitor and enforce compliance with the facility's COVID-19 protocols.
 - (2) Help patrons who become symptomatic.
 - (i) Frequently disinfect high-touch surfaces during events or, as necessary, throughout the day.

- (j) Disinfect and deep clean the facility after each event or, as necessary, throughout the day.
 - (k) Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
13. Gymnasiums, fitness centers, recreation centers, sports facilities, exercise facilities, exercise studios, and like facilities must:
- (a) Post sign(s) outside of entrance(s) informing individuals not to enter if they are or have recently been sick.
 - (b) Maintain accurate records, including date and time of event, name of attendee(s), and contact information, to aid with contact tracing.
 - (c) To the extent feasible, configure workout stations or implement protocols to enable ten feet of distance between individuals during exercise sessions (or six feet of distance with barriers).
 - (d) Reduce class sizes, as necessary, to enable at least six feet of separation between individuals.
 - (e) Provide equipment cleaning products throughout the gym or exercise facility for use on equipment.
 - (f) Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available.
 - (g) Regularly disinfect exercise equipment, including immediately after use. If patrons are expected to disinfect, post signs encouraging patrons to disinfect equipment.
 - (h) Ensure that ventilation systems operate properly.
 - (i) Increase introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
 - (j) Regularly clean and disinfect public areas, locker rooms, and restrooms.
 - (k) Close steam rooms and saunas.
14. Employers must maintain a record of the requirements set forth in Sections 1(c), (d), and (k).
15. The rules described in sections 1 through 14 have the force and effect of regulations adopted by the departments and agencies with responsibility for overseeing compliance with workplace health-and-safety standards and are fully enforceable by such agencies. Any challenge to penalties imposed by a department or agency for violating any of the rules described in sections 1 through 14 of this order will

proceed through the same administrative review process as any challenge to a penalty imposed by the department or agency for a violation of its rules.

16. Any business or operation that violates the rules in sections 1 through 14 has failed to provide a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to an employee, within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011.
17. Executive Order 2020-109, which establishes temporary safety measures for food-selling establishments and pharmacies, does not terminate until the end of the states of emergency and disaster declared in Executive Order 2020-99 or the end of any subsequently declared states of disaster or emergency arising out of the COVID-19 pandemic, whichever comes later.
18. Nothing in this order shall be taken to limit or affect any rights or remedies otherwise available under law.

Given under my hand and the Great Seal of the State of Michigan.



Date: June 5, 2020

Time: 10:30 am

GRETCHEN WHITMER
GOVERNOR

By the Governor:

SECRETARY OF STATE

City of Hillsdale Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item: Old Business

SUBJECT: 2019-20 Budget Amendments

BACKGROUND PROVIDED BY STAFF: Bonnie Tew, Finance Director

Budgets are working documents that often need to be adjusted to accommodate unforeseen circumstances that accrue during the course of the year. The attached resolution outlines the amendments that make various adjustments to revenues, expenditures and transfers between funds to the fiscal year ending June 30, 2020 budget. These adjustments affect the General Fund (101), the Recreation Fund (208) and the Capital Improvement Fund (401). A brief explanation for each amendment is provided.

RECOMMENDATION:

Council adopt the attached resolution to amend the 2019-20 budget as outlined in Attachment A.

ATTACHMENT A
Budget Amendments
Fiscal Year Ending 6-30-20
June 15, 2020

		Account	Old Amount	+ / -	New Amount	
General Fund (101)						
Revenues:						
		Sale of City Property 101-000.000-673.000	\$100,000	(\$67,000)	\$33,000	
		Over estimated this revenue.				
<i>Net General Fund Revenue Changes</i>				<i>(\$67,000)</i>		
Expenditures:						
City Manager (172)		Holiday & Other 101-172.000-710.000	\$24,270	(\$9,000)	\$15,270	(\$9,000)
		Actual costs came in beneath budgeted estimates				
Human Resources (173)		101-173.000-715.000	\$22,460	(\$13,000)	\$9,460	(\$13,000)
		Health and Life Insurance				
		Actual costs came in beneath budgeted estimates				
Administrative (175)		Wages 101-175.000-702.000	\$0	\$33,500	\$33,500	\$33,500
		New city engineer's wages.				
Elections (191)		Supplies 101-191.000-726.000	\$2,500	(\$1,600)	\$900	(\$1,600)
		Lower expenditures than anticipated				
Assessing (209)		Contractual Services 101-209.000-801.000	\$50,000	(\$35,000)	\$15,000	(\$35,000)
		Flyover project much less than anticipated				
City Clerk (215)		Wages 101-215.000-702.000	\$40,520	(\$4,000)	\$36,520	
		Postage 101-215.000-734.000	\$5,500	(\$3,000)	\$2,500	(\$7,000)
		Budgeted high				
Finance (219)		Wages 101-219.000-702.000	\$115,445	\$5,000	\$120,445	
		Contractual Services 101-219.000-801.000	\$1,000	\$5,000	\$6,000	\$10,000
		Wage increases not anticipated at time of budget preparation/software support				
Building and Grounds (265)		Contractual Services 101-265.000-801.000	\$35,345	(\$10,000)	\$25,345	(\$10,000)
		Actual costs came in beneath budgeted estimates				
Parking Lots (266)		Wages 101-266.000-702.000	\$10,085	(\$5,000)	\$5,085	
		Fringe Benefits - Allocated 101-266.000-725.000	\$6,750	(\$2,500)	\$4,250	
		Contractual Services 101-266.000-801.000	\$33,500	(\$25,000)	\$8,500	(\$32,500)
		Expenditures reduced due to COVID - 19				
Cemeteries (276)		Equipment Rental 101-276.000-940.000	\$38,000	(\$17,500)	\$20,500	(\$17,500)
		Expenditures reduced due to COVID - 19				
Police (301)		Equipment Rental 101-301.000-940.000	\$80,000	(\$7,295)	\$72,705	(\$7,295)
		Expenditures reduced due to COVID - 19				
Fire (336)		Health & Life Insurance 101-336.000-715.000	\$39,795	(\$7,000)	\$32,795	
		Workers' Compensation 101-336.000-717	\$7,975	(\$3,500)	\$4,475	
		Contractual Services 101-336.000-801.000	\$6,200	(\$4,000)	\$2,200	
		Training & Seminars 101-336.000-861.000	\$3,800	(\$3,000)	\$800	
		Repairs & Maintenance 101-336.000-930.000	\$15,000	(\$10,000)	\$5,000	(\$27,500)
		Expenditures under projections				
Code Enforcement (372)		Contractual Services - Code Enforcement 101-372.000-801.372	\$30,000	(\$10,000)	\$20,000	(\$10,000)
		Expenditures under projections				
Planning (400)		Vacation Pay 101-400.000-705.000	\$2,500	(\$1,900)	\$600	
		Retirement 101-400.000-716.000	\$6,745	(\$2,500)	\$4,245	(\$4,400)
		Expenditures reduced due to COVID - 19				
Engineering Services (447)		Health & Life Insurance 101-447.000-715.000	\$0	\$5,000	\$5,000	\$5,000
		New city engineer's fringe benefits.				
Street Lighting (448)		Utilities - Major Streets				

Budget Amendments
Fiscal Year Ending 6-30-20
June 15, 2020

		Old Amount	+ / -	New Amount	
	101-448.000-920.202	\$65,000	(\$5,000)	\$60,000	(\$5,000)
	Actual costs came in beneath budgeted estimates				
Parks (756)	Wages				
	101-756.000-702.000	\$43,335	(\$10,000)	\$33,335	
	Fringe Benefits - Allocated				
	101-756.000-725.000	\$29,670	(\$10,000)	\$19,670	
	Expenditures reduced due to COVID - 19				(\$20,000)
Transfers to Other Funds (965)	Transfer - Local Street Fund				
	101-965.000-999.203	\$252,705	(\$127,705)	\$125,000	
	Moved to Capital Improvement Fund for street projects				
	Transfer - Recreation				
	101-965.000-999.208	\$65,405	\$12,000	\$77,405	
	COVID - 19 cancelations of summer recreational programs				
	Transfer - Capital Improvement Fund				
	101-965.000-999.401	\$400,000	\$200,000	\$600,000	\$84,295
	Street reconstruction and future capital projects				
<i>Net General Fund Expenditure Changes</i>			(\$67,000)		(\$67,000)

Source of Funds: General Fund - Fund Balance

General Fund (101)

Budgeted Revenues	\$5,082,530
Amendments	(\$67,000)
Total Amended Budget Revenues	\$5,015,530
Budgeted Expenditures	\$5,082,530
Amendments	(\$67,000)
Total Amended Budget Expenditures	\$5,015,530
Amended Budget Revenues less Expenditures	\$0

Recreation Fund (208)

Revenues:

Use and Admission Fees					
208-000.000-651.000	\$15,000	(\$5,000)	\$10,000		
Youth Program Fees					
208-000.000-653.000	\$24,000	(\$7,000)	\$17,000		
Transfers In - General Fund					
208-000.000-699.101	\$65,405	\$12,000	\$77,405	\$12,000	
COVID - 19 cancelations of summer recreational programs					
Recreation Fund Revenue Changes			\$0		\$12,000

Expenditures:

\$0 \$0

Recreation Fund Expenditure Changes \$0

\$ -

Source of Funds: General Fund Transfer

Recreation Fund (208)

Budgeted Revenues	\$141,405
Amendments	\$0
Total Amended Budget Revenues	\$141,405
Budgeted Expenditures	\$141,405
Amendments	\$0
Total Amended Budget Expenditures	\$141,405
Amended Budget Revenues less Expenditures	\$0

Budget Amendments
Fiscal Year Ending 6-30-20
June 15, 2020

Account	Old Amount	+ / -	New Amount
Capital Improvement Fund (401)			
Revenues:			
Transfer In - General Fund			
401-000.000-699.101	\$400,000	\$200,000	\$600,000
Reallocated from Municipal Street Fund and General Fund for street & other capital projects			

	Capital Improvement Fund Revenue Changes	\$200,000	\$200,000
--	--	-----------	-----------

Expenditures:

	Capital Improvement Fund Expenditure Changes	\$0
--	--	-----

Source of Funds: General Fund Transfer

Capital Improvement (401)		
Budgeted Revenues	\$1,190,000	
Amendments	\$200,000	
Total Amended Budget Revenues	\$1,390,000	
Budgeted Expenditures		\$1,394,345
Amendments		\$0
Total Amended Budget Expenditures	\$1,394,345	
Amended Budget Revenues less Expenditures	(\$4,345)	

CITY OF HILLSDALE, MICHIGAN
RESOLUTION NO. _____

WHEREAS, on June 3, 2019 the Hillsdale City Council adopted the budget for fiscal year ending June 30, 2020; and

WHEREAS, to reflect changes in revenues and expenditures in accordance with proper governmental accounting and financial reporting practices;

THEREFORE, BE IT RESOLVED, that the City of Hillsdale’s annual budget for fiscal year ending June 30, 2020 be amended according to Attachment A.

PASSED IN OPEN COUNCIL MEETING THIS 15 TH DAY OF JUNE, 2020.

Adam L. Stockford, Mayor

ATTEST:

Katy Price, City Clerk

Interoffice Memorandum

To: David Mackie, City Manager
From: Scott A. Hephner, Fire Chief
Date: June 1, 2020
Re: July 3rd Fireworks Display

The All American Celebration Committee is requesting permission to hold their 14th annual fireworks display at the Hillsdale County Fairgrounds on the evening of Friday, July 3, 2020. The fairgrounds will be closed to all traffic and people will be encouraged to watch with social distancing, from the lake, from their porches and front lawns. This year's event will be called the "Light up the Sky to Celebrate our Independence", with a 15 minute intense fireworks display.

The committee has once again contracted with Night Magic Displays owner Roger L. Bonney and Pyrotechnic Operator Randy Pratt. Attached for your review are copies of the signed agreement held between Night Magic Displays and the All American Celebration Committee, permit (to be signed upon approval) and insurance policy showing coverage of \$10,000,000.00 to cover damage and personal injury resulting from any aspect of their contract.

The Hillsdale City Fire Department will be standing by to provide fire protection if needed.

I respectfully recommend that the City Council approve their request to hold a fireworks display.

From The Desk Of...

SCOTT A. HEPHNER
FIRE CHIEF
Hillsdale City Fire Department
77 E. Carleton Rd.
Hillsdale, MI 49242

P: 517.437.6460
F: 517.437.6484

Yvonne Strauss

From: Brett Boyd <groceryguy70@gmail.com>
Sent: Monday, June 1, 2020 3:10 PM
To: Yvonne Strauss
Cc: Mike Phillips; Lori Hull
Subject: NIGHT MAGIC DISPLAYS
Attachments: NIGHT MAGIC DISPLAYS.pdf; ATT00001.txt

Dear,
City Council Members,

It is the desire of the All American Celebration Committee to proceed with our annual Fireworks Show on the night of July 3rd, 2020. Unlike previous years we plan to work with local authorities to secure the fairgrounds entrances and we will encourage members of our community to enjoy the fireworks from the homes and surrounding lakes, not the fairgrounds. We will also encourage social distancing and other precautions of covid 19. In previous years our show included many ground and low flying fireworks but this year we have incorporated many larger shells so the show can be enjoyed from afar. We are again working with the Night Magic Fireworks company and local first responders to ensure a safe and enjoyable show. Night Magic will be fully insured and we are working with Barrett Insurance to secure additional insurance for the event.

2020 has been a challenging year for our communities but our Committee feels strongly that our Independence should be celebrated responsibly. We have had a fireworks display over the 4th of July holiday for over 100 years and with your support we plan to keep that tradition.

Sincerely,
Brett Boyd
Chairmen
517-398-0451

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

NIGHT MAGIC DISPLAYS

3999 E. Hupp Rd. Building R-3-1 La Porte, IN 46360

800-998-3900 Toll Free

Fax 574-272-6042

AGREEMENT

AGREEMENT made this 15 day of May 2020, by Night Magic Displays, by its authorized agent, hereinafter referred to as "Seller," and the Hillsdale All-American Celebration, hereinafter referred to as "Buyer."

1. SALE OF GOODS: The Seller shall sell to the Buyer certain Fireworks Display(s) in accordance with the program attached hereto which shall be incorporated herein. This Display will be given on the evening of July 3, 2020, weather permitting, it being understood that should inclement weather prevent the giving of any Display on the date mentioned herein, it will be given on the next clear agreed upon date in 2020.

2. PURCHASE PRICE and PAYMENT: Purchase price shall be \$ 15,000.00. Payment shall be made within 10 days after display is shot. A finance charge of one and one-half percent per month will be assessed on all accounts overdue. If inclement weather should prevent the giving of this display on the alternate agreed upon date, the Buyer will have the option of fulfilling this contract with a buyout of 40% of the display amount to the Seller.

3. CLAIMS: Any claims for loss or damage, defective materials and / or product or shortages in count, or for any other cause is waived by Buyer unless made within Three (3) days after delivery.

4. WARRANTIES: The Seller warrants that the displays and their contents are in conformity with the specifications set forth in the Program. No other representations or warranties have been made by the Seller or relied upon by the Buyer. This warranty is expressly in lieu of any and all warranties expressed or implied.

5. LIABILITY: The Buyer further agrees to provide the following:

- a) Sufficient area for the Displays in accordance with the N.F.P.A. code of distances.
- b) Adequate Security Staff protection to prevent spectators from entering Display Area.
- c) Protection of the Display area by roping off or similar facility.
- d) Fire Truck at Display site.
- e) Daylight inspection of Display site the day following the Display.
- f) State Permit for Fireworks Display.

6. ADDITIONAL COVENANTS:

- a) Seller agrees to furnish Pyrotechnicians for this Display. This includes labor for setup, firing, tear down of display and initial inspection and cleanup of Display area.
- b) Seller shall purchase insurance for the benefit of Seller and Buyer in the amount of \$10,000,000.00 for each display. Such insurance shall cover damage and personal injury resulting from any aspect of this contract.

7. BENEFIT: This agreement shall be binding upon and inure to the benefit of the parties, their successors, and assigns.

IN WITNESS, WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT

THIS 15th DAY OF JUNE, 2020.

NIGHT MAGIC DISPLAYS

By _____
Authorized Agent of SELLER

By A. Brett Boyd
Authorized Agent of BUYER

A. Brett Boyd

Printed Name

Hillsdale

Billing Address City

MI

State

49242

Zip

Insurance certificate will be emailed to address provided here by buyer.

groceryguy70@gmail.com
e-mail address

Please sign and return both originals to NIGHT MAGIC DISPLAYS. An executed original will be returned for your records.

Corporate Office:
P.O. Box 778
New Carlisle, Indiana 46552

(800) 998-3900
(574) 272-6042 fax

Night Magic DISPLAYS
Creating
— LASTING —
Memories

Roger L. Bonney
212 First Street
Olivet, Michigan 49076

(517) 812-5044
rbonney@sbcglobal.net

Night Magic Displays – Premier Pyrotechnics

May 17, 2020


Ms. Katy B. Price, Clerk
CITY OF HILLSDALE
97 N. Broad St.
Hillsdale, MI 49242

Re: Fireworks Display
July 3, 2020

Dear Ms. Price:

Enclosed is the Fireworks Permit Application for the July 3, 2020 All American Celebration. Will you please handle approval of the permit and return an executed copy to me? I will forward the COI – Certificate of Insurance to you as soon as it is issued. The local agent for the event is Mr. Brett Boyd. He can be reached at 517 437-2100.

If you have any questions, I can be reached at 517 812-5044.

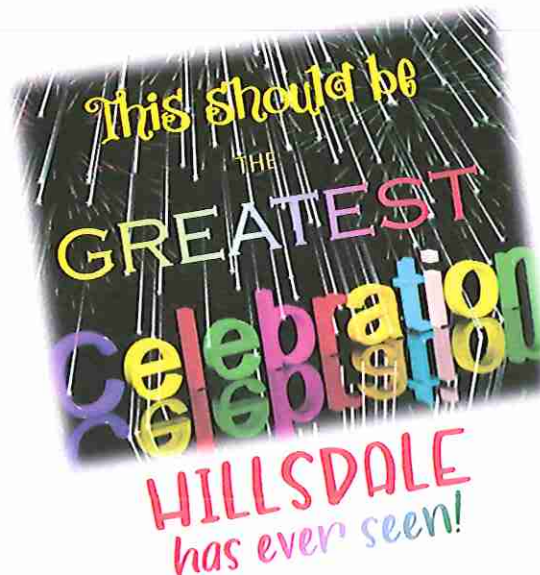


Roger L. Bonney



TOGETHER WITH YOU
Creating Lasting Memories

Night Magic Displays
212 First Street
Olivet, Michigan 49076-9617
(517) 812-5044
rbonney@sbcglobal.net



2020 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

DATE PERMIT EXPIRES

7/4/20

Authority 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMT(S) (Select all applicable boxes)

Agricultural or Wildlife Fireworks
 Articles Pyrotechnic
 Display Fireworks

Public Display
 Private Display

Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Hillsdale All American Celebration	ADDRESS OF APPLICANT 210 W Carleton Rf Hillsdale, MI 49242	AGE OF APPLICANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO AGE:
--	--	--

NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER A Brett Boyd	ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER same
---	---

IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY ATTORNEY OR MICHIGAN RESIDENT AGENT)	ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
--	--	------------------

NAME OF PYROTECHNIC OPERATOR Randy Pratt	ADDRESS OF PYROTECHNIC OPERATOR 26133 Wellington Farmington Hills, MI	AGE OF PYROTECHNIC OPERATOR 18 YEARS OF AGE OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO AGE: 59
--	---	--

NO. YEARS EXPERIENCE 24	NO. DISPLAYS over 90	WHERE Hillsdale, Marshall, Quincy, Boyne Mtn., Michigan State University, others
-----------------------------------	--------------------------------	--

NAME OF ASSISTANT Aundrea Marchionna	ADDRESS OF ASSISTANT same	AGE OF ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO AGE: 59
--	-------------------------------------	--

NAME OF OTHER ASSISTANT	ADDRESS OF OTHER ASSISTANT	AGE OTHER ASSISTANT 18 YEARS OR OLDER
-------------------------	----------------------------	---------------------------------------

EXACT LOCATION OF PROPOSED DISPLAY Inside thee track at the Hillsdale County Fairgrounds. Grounds to be closed to the public.	CITY, VILLAGE, TOWNSHIP Hillsdale, MI
---	---

DATE OF PROPOSED DISPLAY Friday, July 03, 2020	RAIN DATE TBD	TIME OF PROPOSED DISPLAY dusk
--	-------------------------	---

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH 1123, 1124, & 1126 AND OTHER STATE OR FEDERAL REGULATIONS, PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT.

Delivered to site day of show.

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOV.) \$10,000,000.00	NAME OF BONDING CORPORATION OR INSURANCE COMPANY BRITTON GALLAGHER
---	--

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY
1375 East 9th Street 30th Floor Cleveland, OH 44114

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
358	3" aerial shells
93	4" aerial shells
85	5" aerial shells
14	6" aerial shells

SIGNATURE OF APPLICANT 	DATE May 15, 2020
---	-----------------------------

COMMENTS _____

2020 Permit for Fireworks Other Than Consumer or Low Impact

Authority 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.		
This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.			
<input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks		FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION) <p style="text-align: center;">July 4, 2020</p>	
<input checked="" type="checkbox"/> Public Display <input type="checkbox"/> Private Display			
<input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes			
NAME OF PERSON PERMIT ISSUED TO			AGE (18 YEARS OR OLDER) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS 26133 Wellington Farmington Hills, MI			
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION Hillsdale All American Celebration			
ADDRESS 210 W Carleton Rf Hillsdale, MI 49242			
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary)			
358	3" aerial shells		
93			
85	5" aerial shells		
14	6" aerial shells		
EXACT LOCATION OF DISPLAY OR USE Inside thee track at the Hillsdale County Fairgrounds. Grounds to be closed to the public.			
CITY, VILLAGE, TOWNSHIP		DATE July 3, 2020	TIME dusk
BOND OR INSURANCE FILED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			AMOUNT \$10,000,000.00
Issued by action of the Legislative Body of a <input type="checkbox"/> city <input type="checkbox"/> village <input type="checkbox"/> township of _____ on this _____ day of _____ 20____			
_____ Signature of Legislative Body Representative		_____ Title of Legislative Body Representative	

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/3/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Britton-Gallagher and Associates, Inc. One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No): 216-658-7101 E-MAIL ADDRESS: info@brittongallagher.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Miand Inc. dba Night Magic Displays 3999 E. Hupp Rd, Building R-3-1 La Porte IN 46350	2321	INSURER A: Everest Indemnity Insurance Co. 10851
		INSURER B: Everest Denali Insurance Company 16044
		INSURER C: Liberty Mutual Insurance Co
		INSURER D: Liberty Mutual Insurance Co 25035
		INSURER E: Axis Surplus Ins Company 26620
		INSURER F:

COVERAGES **CERTIFICATE NUMBER: 1541685524** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		S18GL01460-201	2/4/2020	2/4/2021	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			S18CA00186-201	2/4/2020	2/4/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
E	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			P-001-000243093-01	2/4/2020	2/4/2021	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
C D D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC539S714654 WC534S524913 WC523S311836	2/4/2020 2/4/2020 2/4/2020	2/4/2021 2/4/2021 2/4/2021	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Excess Liability #2			S18EX01319-201	2/4/2020	2/4/2021	Each Occ/ Aggregate Total Limits	\$5,000,000 \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
All American Celebration and its' committee, Hillsdale Market House, Inc., the City of Hillsdale, American Legion Post #53, Hillsdale County Fair, Hillsdale Community Health Center and Hillsdale County Agricultural Society are named as additional insured with respect to the July 3, 2020 fireworks display at Hillsdale County Fairgrounds.

CERTIFICATE HOLDER All American Celebration 4760 W. Bacon Road Hillsdale MI 49242	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

City of Hillsdale

Agenda Item Summary

Meeting Date: June 15, 2020

NEW BUSINESS ITEM: New Business

SUBJECT: Bid Award City Hall Walls/Flooring Department of Public Services

BACKGROUND PROVIDED BY: DPS Dir. Jake Hammel / City Eng. Kristin Bauer

The Department of Public Services received two bids for wall repair, painting, and restroom flooring for the second and third floors. The approved budget amount for this work was \$30,000 per floor. This work was budgeted over the current and next fiscal years. The low bid came in approximately \$20,000 under the anticipated cost.

Bidders submitted pricing at \$79,100 (MPM Painting LLC), and \$39,749 (JG Morris Jr Inc).

RECOMMENDATION:

JG Morris provided quality references for completed projects on buildings of similar construction and age. The Department of Public Services recommends awarding the low bidder, JG Morris Jr Inc, in the amount of \$39,749.00 total for both floors of City Hall.

City of Hillsdale

Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item: New Business

SUBJECT: Additional Transformer LTC Maintenance

BACKGROUND PROVIDED BY STAFF:

The Hillsdale BPU has 3 transformers that convert 46kv to 13.2kv two of which are at the power plant and the third at the industrial substation. Each of these transformers are equipped with Load Tap Changers (LTC). We are recommending each of these units to undergo an inspection and preventative maintenance. Repairs would then be scheduled and carried out under controlled circumstances if any concerns were discovered. We would like to have these inspections completed over the next three years. Pricing was gathered from two companies with the project awarded to Sunbelt – Solomon in the amount of (\$21,020).The price included draining and disposal of the oil, inspection, cleaning, new oil, adjustments and basic electrical testing. Any parts that may be needed or further repair work would be extra and quoted at that time.

During their inspection it has been discovered that contacts inside of the tap changer are wore and in need of replacing. A new set of contacts and additional time for the contractor to complete the project is part of the quote at \$25,180. This has been approved by the BPU Board.

RECOMMENDATION: Staff recommends approving the purchase of additional parts and maintenance to be performed by Sunbelt-Solomon in the amount of \$25,180.

June 9, 2020
Quote # 060920KW02

Hillsdale BPU
Hillsdale, MI 49242
Chad Culbert
Electric Superintendent
Hillsdale Board of Public Utilities
cculbert@hillsdalebpu.com
(517)437-3387

Type of Service:	LTC Replacement parts Adder
Equipment to be Serviced:	
Manufacturer:	McGraw Edison
Serial Numbers:	C06268-5-2-LTC and C06268-5-1-LTC
Gallons of Oil:	360 gals each per LTC

SCOPE OF WORK

Solomon Corp Field Services proposes to send Field Technicians to complete the following scope of work:

1. Technicians on site for LTC inspection **Hillsdale, MI**
2. Pricing below to provided additional parts needed for LTC repair
3. Technicians to stay to complete additional work during this same mobilization
4. **Customer Feed and Supply terminations disconnected and re-connected by others.**

LTC Replacement parts needed

5. Main Moving Assembly Silver Tungsten Tip x 6
6. Selector STA Contactc x 56

PROPOSAL ACCEPTANCE

This proposal (except schedule) is valid for 30 days from date of issue. Any changes to the scope of work or Bill of Material will require a revised quotation which may result in a price change. No schedules or other activity will be initiated until purchase order is received.

PRICE: **\$25,180.00 Includes additional manhours, lodging, per-diem and shipping**

Price does not include tax. If applicable, tax will be added to the invoice. If order is tax exempt, please provide a copy of your exemption certificate.

GENERAL CONDITIONS

Customer shall provide an electrician or engineer, familiar with the distribution system and is to be available during the repair and / or testing periods. He or she will be responsible for disconnecting and re-energizing all equipment as necessary. MOP's are not included unless specified above.

Unless specifically noted above, all work is to be performed Monday through Friday. Saturdays, Sundays and holidays excluded. Extensive delays due to circumstances beyond the control of Solomon Corp Field Services will be subject to additional billing.

Solomon Corp Field Services will not be responsible for supplying additional back-up generator(s) unless otherwise indicated within this quotation

Solomon Corp Field Services is not responsible for loss production review or any additional emergencies that may arise during the re-energization of this equipment.

To accept this proposal, please issue a purchase order to:

Inside Sales Specialist – Tracy Gibbs

tgibbs@solomoncorp.com

Ph: 785-655-2659

Fax: 785-655-2502

Thank you,

Bryan Kroeker
Territory Sales Manager
785-655-2654
bkroeker@solomoncorp.com

Attachments: Solomon Corp Terms and Conditions

Standard Terms and Conditions of Sale
Updated, March 2014

Terms of Offer: This quotation constitutes an offer to sell according to the terms included. The offer is good for 30 days from the date of quotation and shall be deemed accepted upon receipt and acceptance of a purchase order. The buyer will be deemed to have assented to all terms and conditions contained herein

Payment terms: Standard payment terms are net 30 days, pending credit approval of the buyer. Solomon Corporation reserves the right to require prepayment or progress payments for products and services of substantial size or financial risk. Any extension beyond these standard payment terms must be approved in writing prior to acceptance of an order. In the event Buyer fails to make payment when due, the buyer's entire account becomes immediately due and payable, and all amount are subject to service charges at the maximum contract rate permissible by law.

Order Cancellation: Orders cancelled after the acceptance of buyer's purchase order will be subject to appropriate cancellation or re-stocking charges. The charges will be dependent on the amount of labor and material expense, including design, engineering and administrative work, that has been completed at the time of order cancellation.

Shipments: All products are shipped FOB buyers designated delivery point unless otherwise specified. Freight charges are included in the purchase price unless otherwise specified in the price quotation. The buyer is responsible for providing labor and equipment to unload Solomon Corporation's truck. Solomon Corporation at its discretion may contract transportation and delivery with outside carriers.

Rescheduled or delayed shipments: Buyer may delay or reschedule shipment without penalty if the delay is within 30 days of the original scheduled delivery date. Delays beyond 30 days may require invoicing, payment and storage charges per Solomon Corporation's Storage policy.

Seller will make a good faith effort to complete delivery of the products and services on the scheduled date, but seller assumes no responsibility or liability for inability to deliver for reasons beyond the control of the Seller, unless otherwise agreed to in writing. **The Seller is not liable for any incidental, consequential or liquidated damages arising from delays or failure to give notice of delay.**

Inspection and acceptance: the Buyer shall have seven days from the date of delivery to report any damage, defects or nonconformance that is discernible at the time of inspection. After seven days the buyer is deemed to have accepted the product.

Warranties: Solomon Corporation warrants, to the original purchaser only, that the products and services provided will be free from defects in material or workmanship. The duration of the warranty is one year from the date of delivery or completion of services, unless otherwise specified in the quotation. In the event that the product or service does not conform to

specification or is defective in material or workmanship, Solomon Corporation will make the necessary repairs at its own expense. If Solomon Corporation is unable to successfully resolve the issue after a reasonable number of attempts, Solomon Corporation will provide at its option, replacement products, or a full refund of the purchase price. These are the purchaser's exclusive remedies for breach of warranty.

In the event that all or a portion of the products purchased are manufactured by others, the buyer's warranty is with the original manufacturer of those products and subject to the warranty terms and conditions of that manufacturer. Solomon Corporation, as a seller of products manufactured by others, will assist buyer in remediation of warranty claims, but in no circumstance is liable to fulfill the warranty obligation of those manufacturers or to cover expenses that are not covered by original manufacturers' warranty.

Solomon Corporation does not warrant:

- 1) Any product, not manufactured by Solomon Corporation
- 2) That the specification provided by the purchaser are accurate, or fit for a particular use
- 3) Damage caused by failure to provide a suitable installation environment
- 4) Damage caused by use for purposes other than those for which it was designed
- 5) Damage caused by accidents or disasters such as fire, flood, wind and lightning
- 6) Damage caused by unauthorized attachments or modification
- 7) Damage caused by vandalism

Solomon Corporation shall in no event be liable for incidental or consequential damages.

The seller makes no warranty of the merchantability, or fitness for a particular purpose or any other warranty either expressed or implied.

City of Hillsdale

Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item: New Business

SUBJECT: Lead Line Water Service Replacements

BACKGROUND PROVIDED BY STAFF:

In June 2018, Michigan's Department of Environmental Quality (DEQ), now the Michigan Department of Environment, Great Lakes & Energy (EGLE), promulgated major revisions to Michigan's Lead and Copper Rule. These rules, commonly called the Lead & Copper Rule (LCR) requires public water supplies to complete Lead Service Line Replacements (LSLR) over a period of years at an average of 5% per year not to exceed 20 years. These replacements are required to be completed from the water main to the water meter, or 18" maximum, into the homes. These replacements, regardless of the service ownership, must be replaced at the City's expense.

As a result of these rule revisions the city has secured bids to begin replacement of these lead lines into homes beginning in 2020. We developed a bid package and secured bids for 63 such lead line replacements this year. On May 18, 2020 the city received 9 responses to our advertised bid request, shown below:

BIDDER	TOTAL BID
RJT Construction Co.	\$94,830.00
S&S Directional Boring	\$147,600.00
All Seasons Underground Construction	\$188,850.00
Dubois Trucking	\$189,900.00
SWT Excavating, Inc.	\$229,360.22
Greenscape General Contracting	\$276,400.00
WT Stevens Construction	\$303,500.00
Sanexen Environmental Services, Inc.	\$375,385.00
Parrish Excavating, Inc.	\$376,597.00

In accordance with the LCR rules the city, upon award of this contract, will begin notifying residents of the work to be completed and coordinating the work including all required permissions for access onto private property and into homes for the replacements. It should be noted that the LCR does not allow water supplies to complete any partial replacements of water service lines, as such should a resident deny access into their home or onto their property to complete this work we may be required, by State Statute, to disconnect their water service from the system.

RECOMMENDATION: Staff recommends award of this contract to the low bidder, RJT Construction Co. of Jackson, MI in the amount of \$94,830.00. City staff has experience working with RJT Construction and is confident in their ability to adequately perform the work as requested in the bid documents.

**CITY OF HILLSDALE, MICHIGAN
ADVERTISEMENT FOR BIDS**

Lead Line Water Service Replacement

The City of Hillsdale is requesting proposals for the following projects:

Replacement of lead line water services from the curb stop onto private property per the attached Scope of Work and Technical Specifications.

RFP due date/ Public Opening:

Sealed proposals are due by 1:00 pm (local time) on May 18, 2020 at the following location:

Hillsdale City Hall
Office of the City Clerk
97 N. Broad Street
Hillsdale, MI 49242

Project Locations:

This project will be at various locations within the City of Hillsdale, these 60+ areas include but are not limited to the following:

- 19 addresses on Rippon Avenue between W. Bacon Street and Spring Street
- 5 addresses on Garden Street between Hillsdale Street and Mead Street
- 13 addresses on Vine Street between Union Street and Oak Street
- 6 addresses on Fayette Street between McClellan Street and Hillsdale Street
- 54 & 64 Westwood Street
- 9 & 15 Mead Street
- 84 Union Street
- 44 W. Bacon Street
- 21 Frisbee Street
- 60 & 64 W. Hallett Street
- 58 Howder Street
- 63 & 92 S. Howell Street
- 24 & 26 Leroy Street
- 66 E. South Street
- 57 Union Street
- 156 N. West Street
- 9 & 160 S. West Street
- 11 Willow Street

General Scope of Work:

The scope of work will be in accordance to the attached detailed Scope of Work and Technical Specifications and shall include but are not limited to the following:

Replacement of water service lines from the existing curb stop to the building. Work shall extend into the building to the water meter or 18" into the structure and other associated work including traffic control and turf restorations.

The City of Hillsdale will contact all impacted residents prior to execution of this work via letter. This letter will explain the work to be completed and the process by which the work will proceed as well as any other information for contact of city staff and the stipulation for permission for property access.

Proposed Project Schedule:

BPU Board Presentation:	June 9, 2020
City Council Anticipated Award of Contract:	June 15, 2020
Construction Start Date:	Following contract award
Construction Completion Date:	October 31, 2020

Instructions to proposers:

- Proposals must be typewritten or clearly printed in ink and signed by a duly authorized representative of the firm submitting the proposal.
- Proposals must be submitted in sealed envelopes, clearly marked on the outside, "Hillsdale City – Water Service Line Replacements"
- Proposals will be received by the City Clerk, City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242, at the above required time. All proposals will be date stamped and time marked upon receipt. Proposals may not be faxed or e-mailed.
- No proposal will be accepted after the time designated for the receipt of proposals set forth above. Each bidder shall and will be fully and solely responsibility for delivery of the proposal prior to the appointed date and hour designated for the receipt of all proposals, and shall assume the risk of late delivery or non-delivery regardless of the manner the bidder employs for the proposal's delivery or the reason for such late delivery or non-delivery.
- The City of Hillsdale reserves the right to reject any and all proposals and to waive any defects or informalities in proposals, to accept the bid that it determines to be the lowest competitive bid from a competent bidder meeting specifications and to negotiate with the bidder or bidders who, in the judgment of the Hillsdale City Manager, are deemed the most advantageous for the public and the City.
- The City of Hillsdale reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council accepts or approves the proposal.

- Proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record and available for review.
- Communications regarding this proposal may be directed to:
Kristin Bauer
City Engineer
City of Hillsdale
Hillsdale, MI 49242
517-437-6479
kbauer@cityofhillsdale.org

Conditions applicable to proposal:

- **Applicable Laws:** The Ordinances and Charter of the City of Hillsdale and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- The City of Hillsdale hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids to this invitation and will not be discriminated against on grounds of sex, race, color, age, weight, height, marital status, religion or national origin in the consideration for an award.
- This request for proposal does not commit the City of Hillsdale to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- The City is exempt from the payment of any federal excise or any Michigan sales tax (State of Michigan Sales Tax Exemption number: 38-6004621). The price must be net, exclusive of taxes.

Indemnification:

The Contractor shall indemnify and hold harmless the City of Hillsdale, its council members, city manager, directors, employees and agents from and against all liabilities, claims, demands, causes of action of every kind and descriptions, damages, Losses and Litigation Expenses, including but not limited to attorney's fees through appeals, arising out of or resulting from the performance of work in this contract, providing that any such claim, demand, cause of action, damage, Loss or expense (1) is attributable to bodily injury, disease or death, or to injury to or destruction of property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by the Contractor, or anyone for whose acts for any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Insurance:

The Contractor shall, at its own expense, provide for the payment of Worker's Compensation benefits to its employees employed on or in connection with the

work covered by this RFP, in accordance with applicable laws and statutorily required.

- The Contractor shall, at its own expense, carry and maintain Comprehensive General Public Liability Insurance with minimum limits of Bodily Injury of \$500,000 per person, \$1,000,000 per accident, \$250,000 per occurrence of property damage and \$2,000,000 Excess Liability. Blanket contractor and completed operations coverage shall be included with the same minimums.
- The Contractor shall, at its own expense, carry and maintain Comprehensive Auto Liability with the same limits as for General Public Liability. Liability coverage shall name City of Hillsdale as an additional insured.
- The Contractor shall likewise require its subcontractors, if any, to provide for such benefits and carry and maintain such insurance at no expense to the City.
- Before commencement on the project contemplated herein, and at any time thereafter upon written request by the City, the Contractor shall furnish the City with a copy of certificates of insurance as evidence that policies providing the required coverage's and limits of insurance are in full force and effect.
- All insurance coverage furnished under this Contract, with the exception of Worker's Compensation and Employer's Liability, shall include the City, and employees as additional insured with respect to the activities of the Contractor and its subcontractors. Any certificate or certificates presented as evidence of insurance shall specify the date when such benefits and insurance expire. The Contractor agrees that said benefits and insurance shall be provided and maintained until after the entire work under the Contract has been performed and accepted. The Contractor shall provide the City at least thirty (30) days advance written notice prior to cancellation, termination, or material alteration of said policies of insurance.

Changes and addenda to proposal documents:

Information of change or addendum issued in relation to this document will be on file and available in the Office of the City Clerk. In addition, to the extent possible, copies will be emailed to each vendor registered as having received a set of documents. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such addenda.

Proposal results:

All proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record available for review. A proposal tabulation will be available for review after the proposal opening.

Anti-Collusion:

Any evidence of agreement or collusion among bidders and/or prospective bidders acting to illegally restrain freedom of competition by agreement to bid fixed prices, or otherwise, will render their offers void.

Bid Bond/ Performance Bond:

Bids must contain the names of every person or company interested therein and shall be accompanied by a Bid Bond in the amount of 5% of the amount bid with satisfactory corporate surety, subject to conditions provided in the Instructions to Bidders. The successful bidder will be required to furnish satisfactory Performance Bond and Maintenance and guarantee Bond in the amount of 100% of the Bid, and Labor and Material Bond in the amount of 50% of the Bid.

PROPOSAL:

All bids will be paid using Unit Prices in accordance with the submitted proposal. The City of Hillsdale reserves the right to award any portion of the scope of work and/or additional work or reject all bids if it is in the best interest of the City.

ITEM DESCRIPTION	QUANT.	UNIT	UNIT COST	TOTAL COST
Mobilization (Max. 5% of Bid Amount)	1	LS		
Traffic Control	1	LS		
Water Service Replacement - Curb Stop to Building	63	EA		
GRAND TOTAL:				

The undersigned, having familiarized (himself/herself) with the Request for Proposal, the bidder shall examine the scope of work to be completed and shall completely familiarize (himself/herself) with existing conditions to be encountered, the difficulties and limitations involved in completing the project and all other factors affecting the work proposed with this project. The Contractor shall provide all necessary labor, transportation, meals, etc. to perform all the work and furnish all necessary material to complete plans outlined in the proposal.

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the City to reject any or all proposals. It is further understood and agreed by the same undersigned that any qualifying statements, or conditions made to the above proposal, as originally published, as well as any interlineations, erasures, omissions, or entered wording obscure as to its meaning, may cause the bid to be declared irregular and may be cause for rejection of the bid.

Certification Regarding Debarment, Suspension and Other Responsibility Matters—
Primary Covered Transaction

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

- II. Where the prospective primary participant is unable to certify to any the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SIGNATURE OF PROPOSER _____

TITLE _____

NAME OF COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE _____ FAX _____

EMAIL _____ DATE _____

Certification Regarding Debarment, Suspension and Other Responsibility Matters—
Primary Covered Transaction

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

- II. Where the prospective primary participant is unable to certify to any the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SIGNATURE OF PROPOSER 

TITLE President

NAME OF COMPANY RTT Construction CO

ADDRESS 3318 Vrooman Rd

CITY Jackson STATE MI ZIP CODE 49201

TELEPHONE 517-782-6618 FAX N/A

EMAIL rttconstruction@comcast.net DATE 5/18/20

Bid Bond/ Performance Bond:

Bids must contain the names of every person or company interested therein and shall be accompanied by a Bid Bond in the amount of 5% of the amount bid with satisfactory corporate surety, subject to conditions provided in the Instructions to Bidders. The successful bidder will be required to furnish satisfactory Performance Bond and Maintenance and guarantee Bond in the amount of 100% of the Bid, and Labor and Material Bond in the amount of 50% of the Bid.

PROPOSAL:

All bids will be paid using Unit Prices in accordance with the submitted proposal. The City of Hillsdale reserves the right to award any portion of the scope of work and/or additional work or reject all bids if it is in the best interest of the City.

ITEM DESCRIPTION	QUANT.	UNIT	UNIT COST	TOTAL COST
Mobilization (Max. 5% of Bid Amount)	1	LS	\$4,000 ⁰⁰	\$ 4,000 ⁰⁰
Traffic Control	1	LS	\$2,000 ⁰⁰	\$ 2,000 ⁰⁰
Water Service Replacement - Curb Stop to Building	63	EA	\$1,410 ⁰⁰	\$88,830 ⁰⁰
GRAND TOTAL:				\$94,830 ⁰⁰

The undersigned, having familiarized (himself/herself) with the Request for Proposal, the bidder shall examine the scope of work to be completed and shall completely familiarize (himself/herself) with existing conditions to be encountered, the difficulties and limitations involved in completing the project and all other factors affecting the work proposed with this project. The Contractor shall provide all necessary labor, transportation, meals, etc. to perform all the work and furnish all necessary material to complete plans outlined in the proposal.

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the City to reject any or all proposals. It is further understood and agreed by the same undersigned that any qualifying statements, or conditions made to the above proposal, as originally published, as well as any interlineations, erasures, omissions, or entered wording obscure as to its meaning, may cause the bid to be declared irregular and may be cause for rejection of the bid.

City of Hillsdale

Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item: New Business

SUBJECT: Utility Pot Holing – Water Service Investigations

BACKGROUND PROVIDED BY STAFF:

In June 2018, Michigan’s Department of Environmental Quality (DEQ), now the Michigan Department of Environment, Great Lakes & Energy (EGLE), promulgated major revisions to Michigan’s Lead and Copper Rule. A portion of these revisions requires a community water supply to provide EGLE a complete Distribution System Material Inventory (DSMI) by January 1, 2025. One component of this DSMI is to determine the material types of every water service into homes and businesses within the city’s water service area. The city’s water system has an estimated 2,817 water services that must be investigated in the next 3 to 4 years.

As a result of these rule revisions and the necessity for the city to obtain this information within a short time frame we developed a bid package and secured bids for utility pot holing at the water services. On May 18, 2020 the city received 4 responses to our advertised bid request, shown below:

BIDDER	UNIT PRICING (per 1 Water Service)
Taplin Group, LLC	\$140.00/Unit
SWT Excavating, Inc.	\$243.92/Unit
Advanced Rehabilitation Technology	\$263.00/Unit
Greenscape General Contracting	\$350.00/Unit

Due to budget constraints staff recommends contracting to complete approximately 1,000 water services throughout the city. The BPU Board has approved this project.

RECOMMENDATION: Staff recommends award of this contract to the low bidder, Taplin Group, LLC of Kalamazoo, MI in the amount of \$140.00/Unit to complete approximately 1,000 water service potholes in 2020.

**CITY OF HILLSDALE, MICHIGAN
ADVERTISEMENT FOR BIDS**

Utility Location (Pot Holing) - 2020

The City of Hillsdale is requesting proposals for the following projects:

Utility pot holing via vacuum extraction for purposes of determining material types on the house and street sides of the existing curb stop for the water service lines.

RFP due date/ Public Opening:

Sealed proposals are due by 1:00 pm (local time) on May 18, 2020 at the following location:

Hillsdale City Hall
Office of the City Clerk
97 N. Broad Street
Hillsdale, MI 49242

Project Locations:

This project will be within the City of Hillsdale per the below breakdown by city wards.

WARD NUMBER	ESTIMATED CURB STOP COUNT
WARD 1	630
WARD 2	463
WARD 3	794
WARD 4	953

See the attached Ward Map for specific areas locations.

The city reserves the right to award any portion of this work depending on costs for completing the work. Should the city decide to not award all 4 wards it is anticipated that Ward 1 and/or Ward 3 will be the first areas to be completed.

General Scope of Work:

The project will consist of pot holing water service leads at the existing curb stops within the City. The contractor shall provide all materials, equipment and labor to perform the requested work. Work shall include, but may not be limited to the following items:

- Request utility locates through the MISS DIG system.
- Remove debris from the excavation and dispose of in a safe and legal manner.
- Following vacuum excavation the contractor shall clean-up the site and backfill each excavated areas with pea stone to within 3" of the existing grade. City crews will complete final restorations of the excavated areas with topsoil and seed.

Backfilling costs shall be considered incidental to the costs for vacuum excavation and will not be paid separately.

- Contractor shall provide all necessary traffic control devices per a required Public Works Right-Of-Way Permit (ROW). Fees for this permit will be waived. Refer to the attached specifications Traffic Control information. Traffic Control costs shall be considered incidental to the costs for the vacuum excavation and will not be paid separately. For information on the ROW Permit you may contact the Department of Public Service at 517-437-6490.
- Provide the city a written inspection log, on a city prepared form. Generally the requested information will include the work location address, utility pipe material type on each side of the curb stop, depth of the service and size of the service.
- The contractor will not be required to remove any concrete or HMA pavement to complete the pot holing, these areas shall be marked as inaccessible on the log sheet.
- Per City of Hillsdale Ordinance Section 14-63, work shall be restricted to the following hours, except as work may relate to the safety and/or protection of persons, the work or the property at the site:
 - Monday through Saturday (except legal Holidays): 7:00am to 6:00pm
 - Work requests outside these time limits require written permission of the City Manager.

The city will provide the following information for this work:

- Water for use by the contractor.
- A system utility maps showing the locations of the water curb stops.

Proposed Project Schedule:

BPU Board Presentation:	June 9, 2020
City Council Anticipated Award of Contract:	June 15, 2020
Construction Start Date:	Following contract award
Construction Completion Date:	December 18, 2020

Instructions to proposers:

- Proposals must be typewritten or clearly printed in ink and signed by a duly authorized representative of the firm submitting the proposal.
- Proposals must be submitted in sealed envelopes, clearly marked on the outside, "Hillsdale City – Utility Locating"
- Proposals will be received by the City Clerk, City Hall, 97 N. Broad Street, Hillsdale, Michigan 49242, at the above required time. All proposals will be date stamped and time marked upon receipt. Proposals may not be faxed or e-mailed.
- No proposal will be accepted after the time designated for the receipt of proposals set forth above. Each bidder shall and will be fully and solely responsibility for delivery of the proposal prior to the appointed date and hour designated for the receipt of all proposals, and shall assume the risk of late delivery or non-delivery regardless of the manner the bidder employs for the proposal's delivery or the reason for such late delivery or non-delivery.

- The City of Hillsdale reserves the right to reject any and all proposals and to waive any defects or informalities in proposals, to accept the bid that it determines to be the lowest competitive bid from a competent bidder meeting specifications and to negotiate with the bidder or bidders who, in the judgment of the Hillsdale City Manager, are deemed the most advantageous for the public and the City.
- The City of Hillsdale reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council accepts or approves the proposal.
- Proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record and available for review.
- Communications regarding this proposal may be directed to:

Kristin Bauer
 City Engineer
 City of Hillsdale
 Hillsdale, MI 49242
 517-437-6479
kbauer@cityofhillsdale.org

Conditions applicable to proposal:

- **Applicable Laws:** The Ordinances and Charter of the City of Hillsdale and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- The City of Hillsdale hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids to this invitation and will not be discriminated against on grounds of sex, race, color, age, weight, height, marital status, religion or national origin in the consideration for an award.
- This request for proposal does not commit the City of Hillsdale to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- The City is exempt from the payment of any federal excise or any Michigan sales tax (State of Michigan Sales Tax Exemption number: 38-6004621). The price must be net, exclusive of taxes.

Indemnification:

The Contractor shall indemnify and hold harmless the City of Hillsdale, its council members, city manager, directors, employees and agents from and against all liabilities, claims, demands, causes of action of every kind and descriptions, damages, Losses and Litigation Expenses, including but not limited to attorney's fees through appeals, arising out of or resulting from the performance of work in this contract, providing that any such claim, demand, cause of action, damage, Loss or expense (1) is attributable to bodily injury, disease or death, or to injury to or destruction of property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by the Contractor, or anyone for

whose acts for any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Insurance:

The Contractor shall, at its own expense, provide for the payment of Worker's Compensation benefits to its employees employed on or in connection with the work covered by this RFP, in accordance with applicable laws and statutorily required.

- The Contractor shall, at its own expense, carry and maintain Comprehensive General Public Liability Insurance with minimum limits of Bodily Injury of \$500,000 per person, \$1,000,000 per accident, \$250,000 per occurrence of property damage and \$2,000,000 Excess Liability. Blanket contractor and completed operations coverage shall be included with the same minimums.
- The Contractor shall, at its own expense, carry and maintain Comprehensive Auto Liability with the same limits as for General Public Liability. Liability coverage shall name City of Hillsdale as an additional insured.
- The Contractor shall likewise require its subcontractors, if any, to provide for such benefits and carry and maintain such insurance at no expense to the City.
- Before commencement on the project contemplated herein, and at any time thereafter upon written request by the City, the Contractor shall furnish the City with a copy of certificates of insurance as evidence that policies providing the required coverage's and limits of insurance are in full force and effect.
- All insurance coverage furnished under this Contract, with the exception of Worker's Compensation and Employer's Liability, shall include the City, and employees as additional insured with respect to the activities of the Contractor and its subcontractors. Any certificate or certificates presented as evidence of insurance shall specify the date when such benefits and insurance expire. The Contractor agrees that said benefits and insurance shall be provided and maintained until after the entire work under the Contract has been performed and accepted. The Contractor shall provide the City at least thirty (30) days advance written notice prior to cancellation, termination, or material alteration of said policies of insurance.

Changes and addenda to proposal documents:

Information of change or addendum issued in relation to this document will be on file and available in the Office of the City Clerk. In addition, to the extent possible, copies will be emailed to each vendor registered as having received a set of documents. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such addenda.

Proposal results:

All proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record available for review. A proposal tabulation will be available for review after the proposal opening.

Anti-Collusion:

Any evidence of agreement or collusion among bidders and/or prospective bidders acting to illegally restrain freedom of competition by agreement to bid fixed prices, or otherwise, will render their offers void.

Bid Bond/ Performance Bond:

Bids must contain the names of every person or company interested therein and shall be accompanied by a Bid Bond in the amount of 5% of the amount bid with satisfactory corporate surety, subject to conditions provided in the Instructions to Bidders. The successful bidder will be required to furnish satisfactory Performance Bond and Maintenance and guarantee Bond in the amount of 100% of the Bid, and Labor and Material Bond in the amount of 50% of the Bid.

PROPOSAL:

All bids will be paid using Unit Prices in accordance with the submitted proposal. The City of Hillsdale reserves the right to award any portion of the scope of work and/or reject all bids if it is in the best interest of the City.

ITEM DESCRIPTION	EST. QUANT.	UNIT	UNIT COST	TOTAL COST
Ward 1 Services	630	EA		
Ward 2 Services	463	EA		
Ward 3 Services	794	EA		
Ward 4 Services	930	EA		
GRAND TOTAL:				

The undersigned, having familiarized (himself/herself) with the Request for Proposal, the bidder shall examine the scope of work to be completed and shall completely familiarize (himself/herself) with existing conditions to be encountered, the difficulties and limitations involved in completing the project and all other factors affecting the work proposed with this project. The Contractor shall provide all necessary labor, transportation, meals, etc. to perform all the work and furnish all necessary material to complete plans outlined in the proposal.

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the City to reject any or all proposals. It is further understood and agreed by the same undersigned that any qualifying statements, or conditions made to the above proposal, as originally published, as well as any interlineations, erasures, omissions, or entered wording obscure as to its meaning, may cause the bid to be declared irregular and may be cause for rejection of the bid.

Certification Regarding Debarment, Suspension and Other Responsibility Matters—
Primary Covered Transaction

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

- II. Where the prospective primary participant is unable to certify to any the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SIGNATURE OF PROPOSER _____

TITLE _____

NAME OF COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE _____ FAX _____

EMAIL _____ DATE _____

TECHNICAL SPECIFICATIONS
&
WARD MAP

**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
TRAFFIC CONTROL**

Page 1 of 2

DESCRIPTION

Traffic shall be maintained by the Contractor throughout the project in accordance with Section 104.07, 104.11, 812 and 922 of the MDOT 2012 Standard Specifications and in accordance with any Supplemental Specifications and any requirements of the City of Hillsdale Right-Of-Way (ROW) Permit, as issued. All traffic control devices shall conform to the most current version of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

The Contractor shall coordinate operations with other Contractors or Utility owners performing work on other projects within adjoining areas to avoid conflicts in maintenance of traffic, construction signing and to provide for the orderly progress of work.

The Contractor shall provide access at all times during construction for school buses, garbage trucks, and any other service vehicles required to traverse and service residences within the construction area.

The City of Hillsdale maintenance crews and/or other Contractors may perform work within or adjacent to the project areas. No additional payment will be made to the Contractor for the joint use of traffic control items or coordination efforts.

The Contractor shall provide a plan for any necessary traffic control for completion of the project. This plan will be discussed, reviewed, possibly revised and approved as part of the Department of Public Services ROW permit process.

CONSTRUCTION INFLUENCE AREA (CIA)

The CIA shall include the right of ways of the listed project areas within the City of Hillsdale including all intersecting access as far as the advanced signing required to accommodate all traffic control devices.

The Contractor shall maintain pedestrian and residential access throughout the entire project at all times during construction.

Pedestrian access to all residences, churches, and businesses shall be allowed at all times.

**CITY OF HILLSDALE
SPECIAL PROVISION
FOR
TRAFFIC CONTROL
Page 2 of 2**

The Contractor shall maintain access to all adjacent property locations at all times and any associated costs shall be included in the Traffic Control Payment item.

- Barricades used to control traffic at night shall be lighted.
- Drums used shall be plastic drums or channelizing devices, grabber cones are an acceptable alternate to drums.
- ADA Compliant Pedestrian panels shall be used at any sidewalk removals and shall not be removed until a temporary or permanent hard surface is restored.

Maintaining Traffic includes all additional work and materials necessary for traffic maintenance, utility maintenance and coordination, and maintenance during construction for all items of work.

TRAFFIC RESTRICTIONS

Contractor shall backfill any trenches/holes prior to the end of the work day, no open trenches/holes will be allowed overnight.

The Contractor shall provide advance warning signs of their work area and shall maintain two-way traffic on all roadways while working from the parking lane. Only short delays in traffic will be allowed during the work.

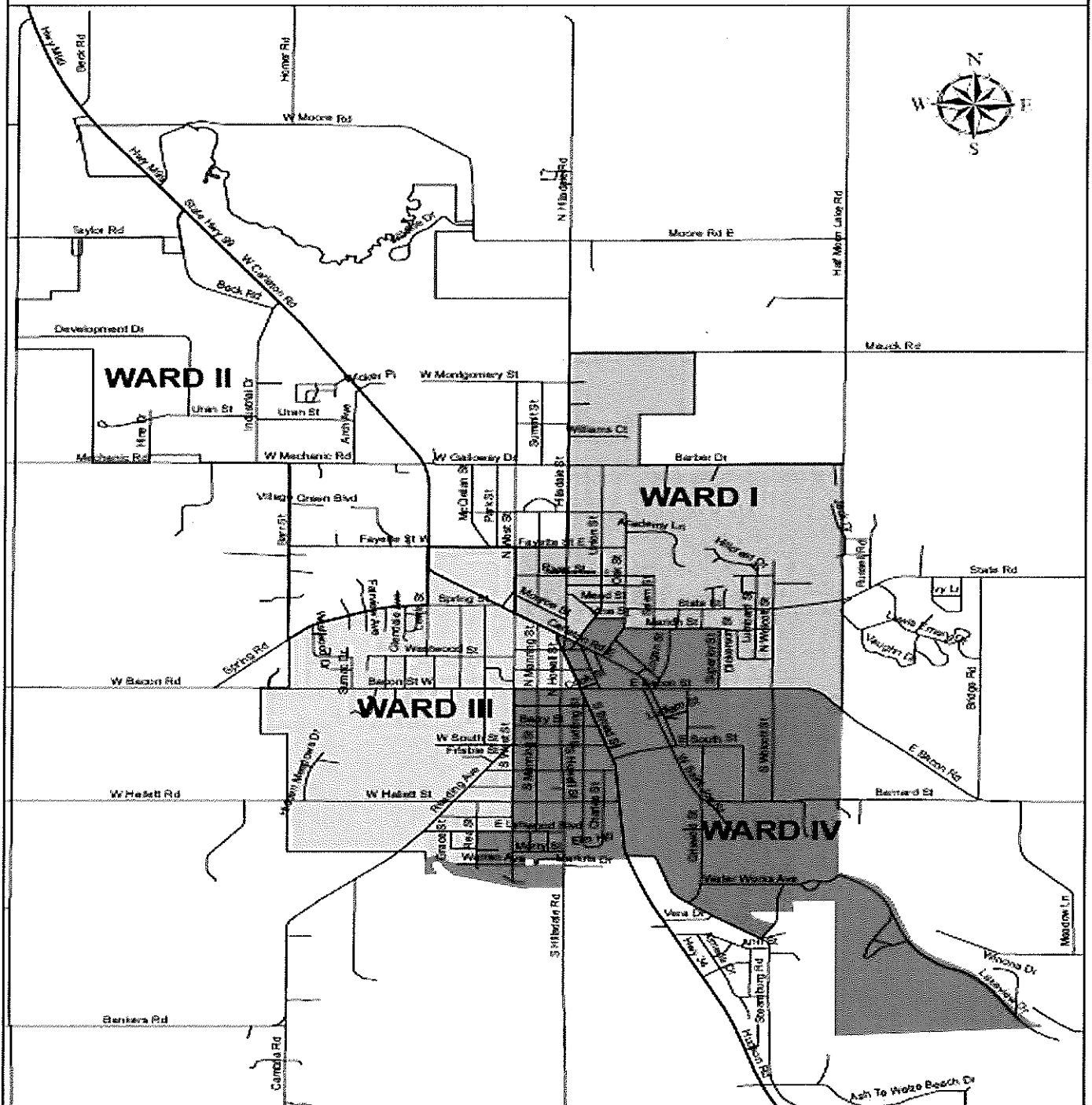
Should longer term restrictions be required the Contractor shall provide a detour or road closure plan to the Engineer that adheres to the most current version of the Michigan Manual of Traffic Control Devices (MMUTCD).

MEASUREMENT AND PAYMENT

The work completed under this special provision will be considered as incidental to the pot holing of each service and will not be paid separately.

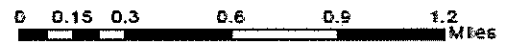
TRAFFIC CONTROL shall include all material, labor, and equipment needed to accomplish the traffic control as specified and per the contractors approved plan including furnishing, placement, operation and maintenance of all traffic control devices required

CITY OF HILLSDALE MICHIGAN



CITY OF HILLSDALE COUNCILPERSON WARDS

- WARD 1
- WARD 2
- WARD 3
- WARD 4
- ROADS & STREETS



Proposal results:

All proposals submitted in response to this invitation shall become the property of the City of Hillsdale and be a matter of public record available for review. A proposal tabulation will be available for review after the proposal opening.

Anti-Collusion:

Any evidence of agreement or collusion among bidders and/or prospective bidders acting to illegally restrain freedom of competition by agreement to bid fixed prices, or otherwise, will render their offers void.

Bid Bond/ Performance Bond:

Bids must contain the names of every person or company interested therein and shall be accompanied by a Bid Bond in the amount of 5% of the amount bid with satisfactory corporate surety, subject to conditions provided in the Instructions to Bidders. The successful bidder will be required to furnish satisfactory Performance Bond and Maintenance and guarantee Bond in the amount of 100% of the Bid, and Labor and Material Bond in the amount of 50% of the Bid.

PROPOSAL:

All bids will be paid using Unit Prices in accordance with the submitted proposal. The City of Hillsdale reserves the right to award any portion of the scope of work and/or reject all bids if it is in the best interest of the City.

ITEM DESCRIPTION	EST. QUANT.	UNIT	UNIT COST	TOTAL COST
Ward 1 Services	630	EA	140.00	\$88,200.00
Ward 2 Services	463	EA	140.00	\$64,820.00
Ward 3 Services	794	EA	140.00	\$111,160.00
Ward 4 Services	930	EA	140.00	\$130,380.00
GRAND TOTAL:				\$394,380.00

The undersigned, having familiarized (himself/herself) with the Request for Proposal, the bidder shall examine the scope of work to be completed and shall completely familiarize (himself/herself) with existing conditions to be encountered, the difficulties and limitations involved in completing the project and all other factors affecting the work proposed with this project. The Contractor shall provide all necessary labor, transportation, meals, etc. to perform all the work and furnish all necessary material to complete plans outlined in the proposal.

Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

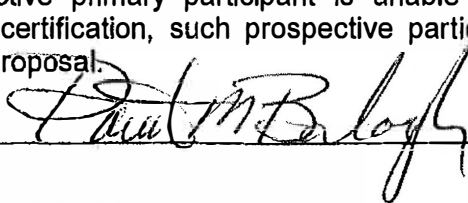
<u>Addendum Number</u>	<u>Addendum Date</u>
<u>#1</u>	<u>4/29/2020</u>
<u>#2</u>	<u>5/17/2020</u>

Certification Regarding Debarment, Suspension and Other Responsibility Matters—
Primary Covered Transaction

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

- II. Where the prospective primary participant is unable to certify to any the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SIGNATURE OF PROPOSER _____



TITLE Vice President

NAME OF COMPANY Taplin Group, LLC

ADDRESS 5140 W Michigan Ave

CITY Kalamazoo STATE, MI ZIP CODE, 49006

TELEPHONE 269.375.9595

FAX, _____

EMAIL DaveBalogh@TaplinGroup.com

DATE May 15, 2020

City of Hillsdale Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item: New Business

SUBJECT: Purchase of 477 HAWK wire

BACKGROUND PROVIDED BY STAFF:

The electric department is in need of replenishing inventory levels of our most common large diameter aluminum wire. 477 HAWK is used on the large feeder circuits rated at 600amps. We plan to extend a feeder along N Carleton Rd. and this wire will also be used for that project. Price quotes were obtained for 3 reels totaling 12,000'. Prices returned ranged from .90 to 1.22 per ft. This has been approved by the BPU Board.

RECOMMENDATION: Staff recommends purchasing 12,000' of 477 HAWK wire from Powerline Supply for (.90/ft) = \$10,800.00



QUOTATION

Quotation: 20282730

Southwire Contact: Maria Torres	Date: 05/13/2020
Phone: 770-832-5678	RFQ: Hillsdale
Email: MARIA.TORRES@SOUTHWIRE.CO	Freight Terms: Pre-paid Min freight- Dollar A
M	Expiration Date: 05/20/2020

Sold To: 74294
 POWER LINE SUPPLY-REED CITY (EN)
 420 S ROTH ST STE A
 REED CITY MI 49677-9115
Phone: 231-832-2297
Fax: 231-832-2490

Ship To: 74294
 POWER LINE SUPPLY-REED CITY (EN)
 420 S ROTH ST STE A
 REED CITY MI 49677-9115
Phone: 231-832-2297
Fax: 231-832-2490

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Net Price</u>	<u>Net Weight</u>
1	12,000 FT	477-26/7 HAWK ACSR 3000 FT <i>Material No.: 10141115</i> <i>Reel Size: S120 (84X36) METAL REEL</i> <i>Comments:477-26/7 HAWK ACSR 3000 FT</i>	\$ 900.00/ 1,000 FT	\$ 10,800.00	AL: 5,387.412 Product: 7,864.000
<p>**FOR QUOTING PURPOSES WE ARE QUOTING 3000FT REELS, AT ORDER PLACEMENT WE WILL DO 4,000FT AS DESIRED**</p> <p>No stock Lead-time: 10 weeks + transit MOQ: 10k</p> <p>- Reel Type: S120 (84X36) METAL REEL 12 month-deferral period.</p>					

90¢
(USA)

Net Weight:	7,864.000 LB
Gross Weight:	7,864.000 LB
Subtotal:	\$ 10,800.00 USD
Quotation Total:	\$ 10,800.00 USD

Company Comments

ADJUSTABLE PRICING COMMENTS

 Should there be an absence of a unique customer specification, these conductors will meet or exceed the requirements of applicable industry specifications.

 Total quantities are adjusted to even multiples of quoted putup lengths. Any changes in quantities, putup lengths and packaging requirements may require price adjustments.

 Price(s) quoted are based on the following metals and will be subject to escalation/de-escalation at the time of shipment per Southwire's Adjustable Pricing Policy.
 Aluminum= \$75.88/CWT
 Copper = \$230.63/CWT

City of Hillsdale

Agenda Item Summary

Meeting Date: **June 15, 2020**

Agenda Item # : **New Business**

SUBJECT: **Resolution Recognizing Mr. Barry Hill**

BACKGROUND PROVIDED BY STAFF:

Mr. Barry Hill has volunteered on several City boards and committees and now has termed out. Mr. Hill is a very dedicated individual that volunteered his time and efforts to contribute ideas, shared his knowledge and insights to help make the City of Hillsdale a better place to live and work.

The Economic Development Corporation members would like to recognize Mr. Hill with the attached resolution in recognition for his ongoing commitment and dedicated service to the City of Hillsdale and the Economic Development Corporation.

RECOMMENDATION

Staff recommends Council support and approve the attached resolution.

City of Hillsdale

Resolution # _____

Recognizing Mr. Barry Hill
For his service as a Member of the Economic Development Corporation

Whereas, organizations such as the City of Hillsdale and the Economic Development Corporation (EDC) can succeed only through the work of dedicated individuals who volunteer their time and effort to serve on board and committees, who contribute ideas and mental energy, and who share their knowledge, experience and insights with their fellow volunteers; and

Whereas, Mr. Barry Hill has at all times, since appointed as an Economic Development Corporation Board Member contributed his valued advice, assistance and guidance in his service to the community and in the capacity as a member of the Board, and

Whereas, Mr. Barry Hill has during his years served on a variety of committees and in that capacity has led the Board and staff, guided by our Mission Statement, to support projects relative to the economic development of the City of Hillsdale, and

Whereas, for the City to be able to continue its outstanding record of service to our community and we will have to depend increasingly on the efforts of individuals such as Mr. Barry Hill.

Now, Therefore, Be It Resolved, by the Members of the City Council that we pause in our deliberations to recognize Mr. Barry Hill's dedicated service to the Economic Development Corporation, his contributions to the cause of the board, and his good fellowship.

The foregoing resolution was duly adopted at a regular meeting of the City Council held on the 15th day of June 2020.

Dean Affholter, EDC Chairman

Adam Stockford, Mayor

Attest:

Katy Price, City Clerk

CITY OF HILLSDALE, MICHIGAN

RESOLUTION _____

WHEREAS, we affirm the words of the Declaration of Independence, that “all men are created equal” and that to protect citizens’ rights, “Governments are instituted among Men”; and

WHEREAS, our social compact—in which all citizens participate, through our Constitution, the Constitution of Michigan, and the Hillsdale City Charter—grants authority to elected and appointed officials to enforce the laws passed in accordance with said documents; and

WHEREAS, from the beginning of our country, the foundational institutions whereby citizens’ rights are protected have been the local police force and the courts—affording equal protection under the law; and

WHEREAS, there exists today a growing and vicious political movement, seeking to dismantle, defund, or abolish police departments around the country; and

WHEREAS, while there may be prudent measures that can be taken to ensure police forces remain committed to the mission of protecting and serving their fellow citizens, this movement’s demands would abrogate the rights of all citizens; and

WHEREAS, rule by deliberation and reason is what we have chosen as a society, and we intend to defend and encourage such rule, as opposed to rule by mob; and

WHEREAS, our brave men and women of the City of Hillsdale Police Department, who risk life and limb to protect and serve Hillsdale and other surrounding areas, treat citizens with respect and dignity—even when threatened, as recent events have shown; therefore be it

RESOLVED, that the City Council and Mayor of Hillsdale, Michigan praise and express gratitude for the members of the Hillsdale City Police Department—an exemplary department—and other law enforcement organizations around the nation for performing their duties and protecting our rights. We appreciate their courage and sacrifices. We reject the dangerous calls to dismantle, defund, or abolish police departments.

The foregoing resolution was duly adopted at a regular meeting of the City Council held on the 15th day of June 2020.

Adam L. Stockford, Mayor

Attest:

Katy Price, City Clerk

City of Hillsdale

Agenda Item Summary

Meeting Date: June 15, 2020

Agenda Item: New Business

SUBJECT: Set Public Hearing to Declare a Public Nuisance
69 & 69.5 Westwood St.

BACKGROUND PROVIDED BY STAFF (Alan Beeker, Zoning Administrator):

Hillsdale Municipal code Section [14-33](#) provides that the code official shall present a recommendation to council for removal of a hazard or nuisance as defined by the code. Upon recommendation, council shall accept or reject such recommendation and, if council determines that a public hazard or nuisance exists, shall issue an order to the owner of the property requiring the owner to abate the hazard or nuisance within a time commensurate with the nature of the hazard or nuisance. If, at the expiration of the deadline set by council, the owner fails to correct the violations, council may order the violations corrected by city staff or by contract. The costs for such removal shall be born against the property as a special assessment, pursuant to Hillsdale City Charter, Section [11.4](#).

On June 11, 2020, Hillsdale City Fire Department along with Hillsdale City Code Enforcement performed an initial use and occupancy inspection on the lower apartment of the duplex located at 69 Westwood St. There were an unacceptable number of violations in the dwelling. Deputy Fire Chief attempted to gain access to the upper apartment, 69.5 Westwood St. in order to perform a safety inspection of the dwelling. No one responded to a knock at the door which would have allowed a visual inspection of the upstairs apartment. It was determined that in consideration of the number of violations in the first floor apartment and the exterior of the structure, the property located at 69 and 69.5 Westwood should be declared unsafe for human habitation.

Due to the number of violations and the conditions of the property, Code Enforcement staff is requesting Council to declare the structure located at 69 and 69.5 Westwood a public nuisance and order the property owner to abate the public hazard or demolish the building. (Pictures attached).

RECOMMENDATION:

It is the recommendation of the code official that council set a public hearing for July 6, 2020 to order abatement or demolition of the structure and authorize the expenditure of funds to complete the work. Notice must be given to the property owner of the date and time of the hearing in order to protect their rights under the Due Process Clause of the Fourteenth Amendment and provide them with an opportunity to present their objections.



006-227-251-29

69 WESTWOOD ST

2020-06-11_39



006-227-251-29

69 WESTWOOD ST

2020-06-11_38



006-227-251-29

69 WESTWOOD ST

2020-06-11_37



006-227-251-29

69 WESTWOOD ST

2020-06-11_36



2020/06/11 10:45

006-227-251-29

69 WESTWOOD ST

2020-06-11_35



2020/06/11 10:45

006-227-251-29

69 WESTWOOD ST

2020-06-11_34



2020/06/11 10:44

006-227-251-29

69 WESTWOOD ST

2020-06-11_33



2020/06/11 10:44

006-227-251-29

69 WESTWOOD ST

2020-06-11_32



006-227-251-29

69 WESTWOOD ST

2020-06-11_31



006-227-251-29

69 WESTWOOD ST

2020-06-11_30



006-227-251-29

69 WESTWOOD ST

2020-06-11_29



006-227-251-29

69 WESTWOOD ST

2020-06-11_28



006-227-251-29

69 WESTWOOD ST

2020-06-11_27



006-227-251-29

69 WESTWOOD ST

2020-06-11_26



006-227-251-29

69 WESTWOOD ST

2020-06-11_25



006-227-251-29

69 WESTWOOD ST

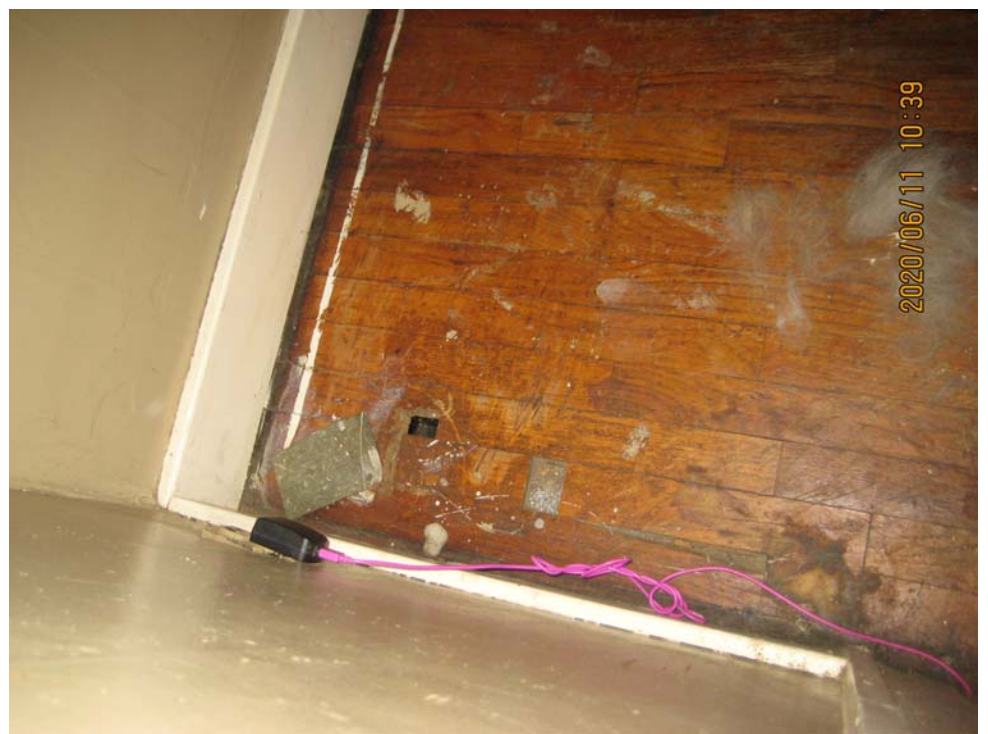
2020-06-11_24



006-227-251-29

69 WESTWOOD ST

2020-06-11_23



006-227-251-29

69 WESTWOOD ST

2020-06-11_22



006-227-251-29

69 WESTWOOD ST

2020-06-11_21



006-227-251-29

69 WESTWOOD ST

2020-06-11_20



006-227-251-29

69 WESTWOOD ST

2020-06-11_19



006-227-251-29

69 WESTWOOD ST

2020-06-11_18



006-227-251-29

69 WESTWOOD ST

2020-06-11_17



006-227-251-29

69 WESTWOOD ST

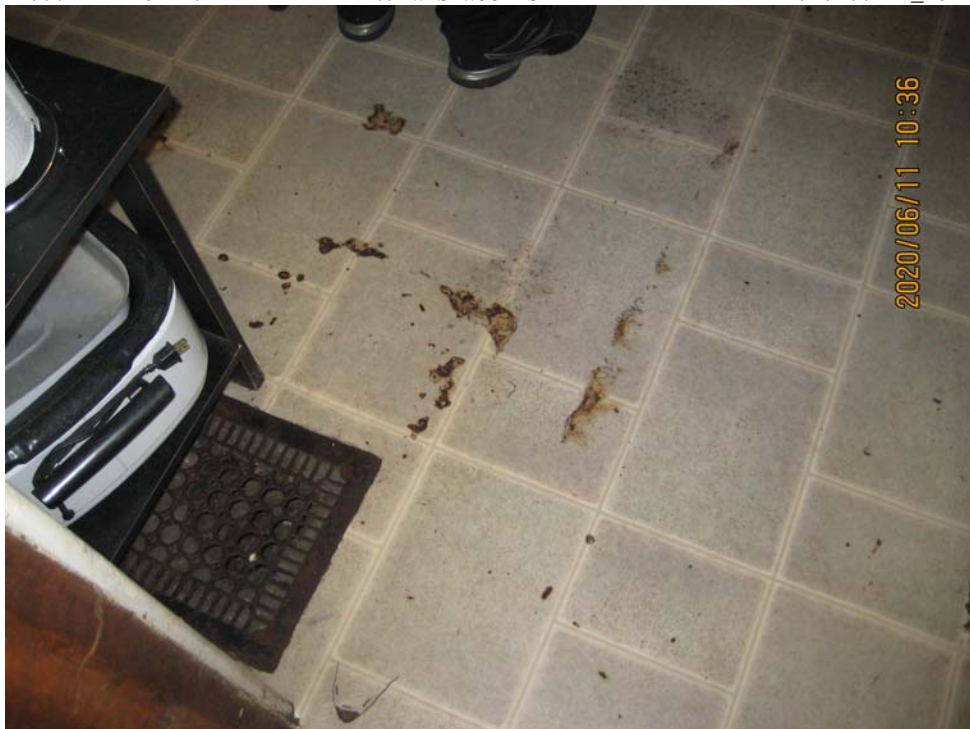
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006-227-251-29 69 WESTWOOD ST 2020-06-11_15



006-227-251-29 69 WESTWOOD ST 2020-06-11_14



006-227-251-29 69 WESTWOOD ST 2020-06-11_13



006-227-251-29 69 WESTWOOD ST 2020-06-11_12



2020/06/11 10:35

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69 WESTWOOD ST

2020-06-11_11



2020/06/11 10:35

006-227-251-29

69 WESTWOOD ST

2020-06-11_10



2020/06/11 10:35

006-227-251-29

69 WESTWOOD ST

2020-06-11_9



2020/06/11 10:34

006-227-251-29

69 WESTWOOD ST

2020-06-11_8



006-227-251-29

69 WESTWOOD ST

2020-06-11_7



006-227-251-29

69 WESTWOOD ST

2020-06-11_6



006-227-251-29

69 WESTWOOD ST

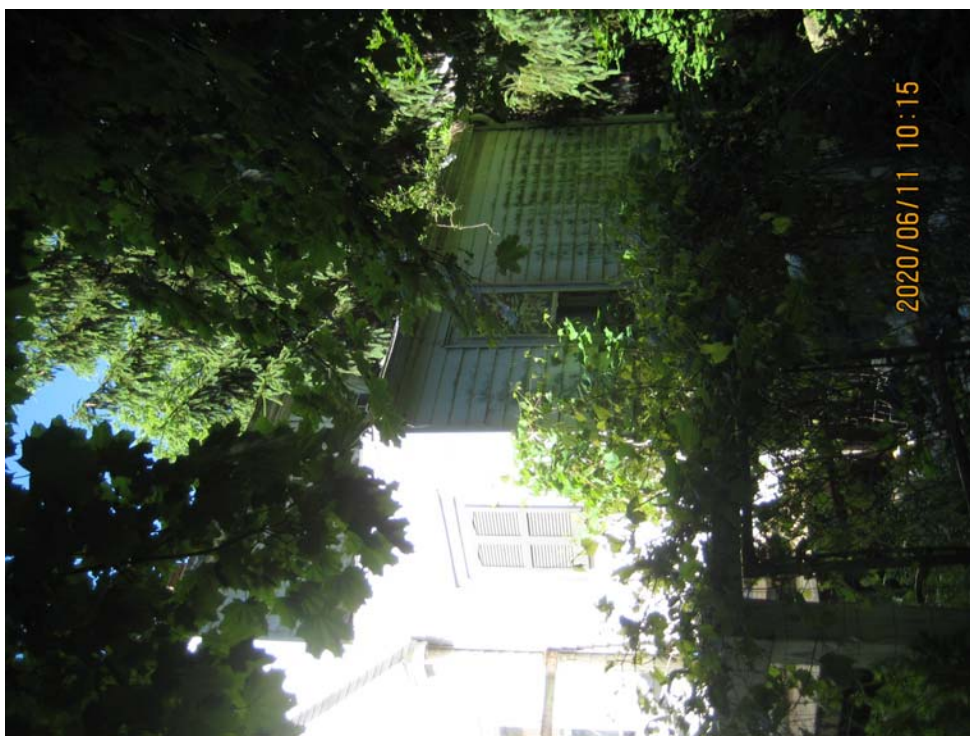
2020-06-11_5



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69 WESTWOOD ST

2020-06-11_4



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006-227-251-29

69 WESTWOOD ST

2020-06-11_3

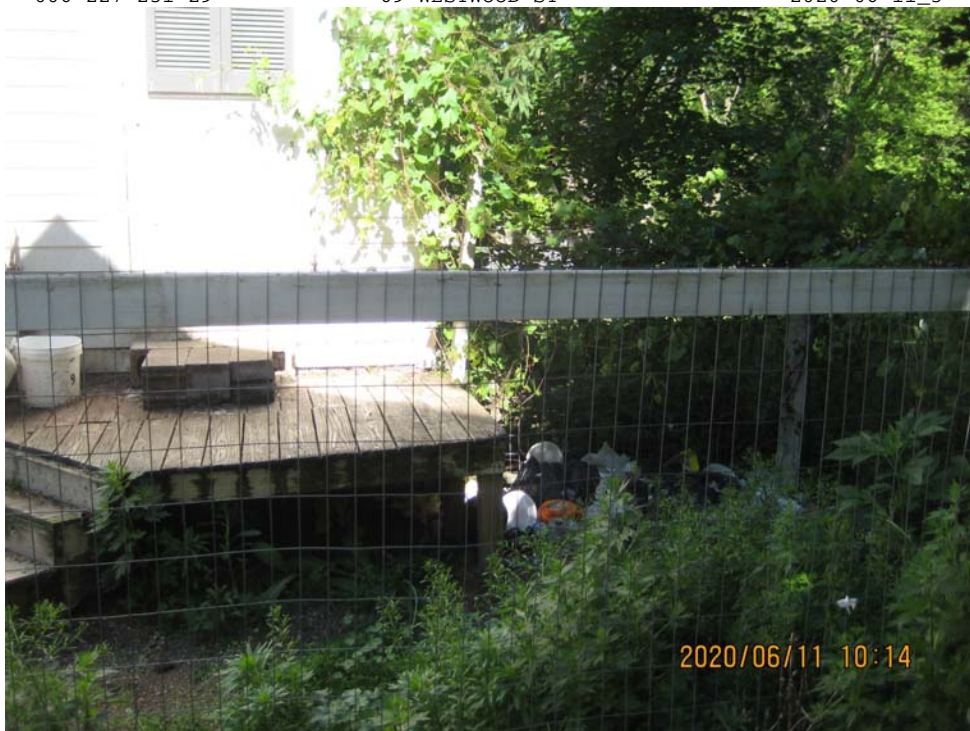


2020/06/11 10:14

006-227-251-29

69 WESTWOOD ST

2020-06-11_2



2020/06/11 10:14

006-227-251-29

69 WESTWOOD ST

2020-06-11_1



2020/06/11 10:14

006-227-251-29

69 WESTWOOD ST

2020-06-11

Property Address: 69 Westwood St. Hillsdale, MI Unit #: _____ or _____ Entire Structure Inspected



CITY OF HILLSDALE

IPMC—RESIDENTIAL INSPECTION FOR OCCUPANCY

Inspection Date: 6-11-20 Time: 10 am/pm Phone: 607-6354 Inspector: M. Hawkins 302

Occupant Name: Cora Yoder (Down Stairs)

Owner Name: Marvin Salyer Owner Address: _____

of Bedrooms: _____ # of Baths: _____ # Total Units: _____ Property Type: Single/multi family/multi family 2-4/multi family+4/Frat-Sorority

() No Violations found. Inspector's Initials: _____ Comments: _____

() Temporary Occupancy Approved. Re-inspection required within _____ days. Re-inspection fee required.

~~(X)~~ Occupancy permit denied. Vacate property immediately. Repairs & new permit required prior to occupancy.

Re-Inspection Date: _____ Fee: _____ Time: _____ am/pm Inspector: _____

Re-Inspection Date: _____ Fee: _____ Time: _____ am/pm Inspector: _____

YES NO NOTES: Date Corrected:

YES NO NOTES: Date Corrected:

YES	NO	NOTES:	Date Corrected:
EXTERIOR:			
	<input checked="" type="checkbox"/>		
STREET NUMBERS	<input checked="" type="checkbox"/>		
ROOF/DRAINAGE	<input checked="" type="checkbox"/>	<u>NEAR BACK OF HOUSE</u>	
CHIMNEY/TOWERS	<input checked="" type="checkbox"/>		
ATTACHED GARAGE	<input checked="" type="checkbox"/>	<u>NA</u>	
FOUNDATION	<input checked="" type="checkbox"/>		
TRIM/DECOR	<input checked="" type="checkbox"/>		
STAIRS/OVERHANG	<input checked="" type="checkbox"/>	<u>CONCRETE BLOCK DOOR</u>	
SCREENS	<input checked="" type="checkbox"/>		
LIGHTS (GFI)	<input checked="" type="checkbox"/>		
PROTECTIVE TREATMENT	<input checked="" type="checkbox"/>		
PORCH/DECK	<input checked="" type="checkbox"/>		
HANDRAIL	<input checked="" type="checkbox"/>		
WATER SYSTEM	<input checked="" type="checkbox"/>	<u>NO DRAINS THROUGHOUT</u>	
BUILDING SECURITY	<input checked="" type="checkbox"/>	<u>LATCH LOCK DOWN STAIRS</u>	
DOORS	<input checked="" type="checkbox"/>	<u>EAST/WEST</u>	
WINDOWS	<input checked="" type="checkbox"/>	<u>SL FRAME AS NEEDED</u>	
WATER HEATER	<input checked="" type="checkbox"/>		
OVER PRES PIPE	<input checked="" type="checkbox"/>		
NAT GAS PIPE	<input checked="" type="checkbox"/>		
VENT	<input checked="" type="checkbox"/>		
SMOKE DETECTOR	<input checked="" type="checkbox"/>		
SITE AREA:			
FENCE	<input checked="" type="checkbox"/>		
SWIMMING POOL	<input checked="" type="checkbox"/>	<u>NA</u>	
SANITATION	<input checked="" type="checkbox"/>		
WEEDS	<input checked="" type="checkbox"/>		
VEHICLES	<input checked="" type="checkbox"/>		
ACCESSORY BUILDINGS	<input checked="" type="checkbox"/>	<u>NA</u>	

YES	NO	NOTES:	Date Corrected:
RUBBISH/GARBAGE:			
	<input checked="" type="checkbox"/>		
ACCUMULATION	<input checked="" type="checkbox"/>		
STORAGE	<input checked="" type="checkbox"/>	<u>BACK OF THE HOUSE</u>	
DISPOSAL	<input checked="" type="checkbox"/>		
INFESTATION:			
VERMIN	<input checked="" type="checkbox"/>		
INSECTS	<input checked="" type="checkbox"/>		
KITCHEN:			
LIGHTS	<input checked="" type="checkbox"/>		
VENTILATION	<input checked="" type="checkbox"/>		
CEILING	<input checked="" type="checkbox"/>		
PLUMBING	<input checked="" type="checkbox"/>		
WATER PRESSURE	<input checked="" type="checkbox"/>		
HEATING (68 DEG.)	<input checked="" type="checkbox"/>		
ELECTRICAL RECEPT GFI	<input checked="" type="checkbox"/>		
WALLS	<input checked="" type="checkbox"/>		
FLOORS	<input checked="" type="checkbox"/>		
LAUNDRY:			
LIGHTS	<input checked="" type="checkbox"/>		
DRYER EXHAUST	<input checked="" type="checkbox"/>		
APPLIANCES INSTALLED	<input checked="" type="checkbox"/>		
ELECTRICAL RECEPT GFI	<input checked="" type="checkbox"/>		
DINING ROOM:			
LIGHTS	<input checked="" type="checkbox"/>		
VENTILATION	<input checked="" type="checkbox"/>		
CEILING/WALLS	<input checked="" type="checkbox"/>		
ELECTRICAL RECEPTACLES	<input checked="" type="checkbox"/>		

IPMC—RESIDENTIAL INSPECTION FOR OCCUPANCY

YES NO NOTES: Date Corrected:

YES NO NOTES: Date Corrected:

STAIRWAY:	YES	NO	NOTES:	Date Corrected:
LIGHTS	✓			
HANDRAILS	✓			
HALLWAY:				
LIGHTS	✓			
OTHER	✓			
ELECTRICAL RECEPTABLES		✓		
LIVING ROOM:				
LIGHTS	✓			
VENTAILATION	✓			
CEILING			✓ WATER DAMAGE	
WALLS			✓	
FLOORS	✓			
ELECTRICAL RECEPTABLES		✓	COVERS	
BATHROOM #1:				
LIGHTS	✓			
VENTILATION			✓ NO WINDOW or FAN	
CEILING	✓			
WALL	✓			
FLOOR		✓		
TOILET			✓ NOT WORKING	
TUB/SHOWER			✓ DRAINS INTO	
PLUMBING			✓ FLOOR	
ELECTRICAL RECEPT. GFI		✓		
BATHROOM #2:				
LIGHTS			} NA	
VENTILATION				
CEILING				
WALL				
FLOOR				
TOILET				
TUB/SHOWER				
PLUMBING				
ELECTRICAL RECEPT. GFI				
BEDROOM #1:				
LIGHTS	✓			
CEILING	✓			
WALLS		✓	HOLES	
VENILATION	✓			
ELECTRICAL RECEPTABLES		✓		
SMOKE DETECTOR		✓		

BEDROOM #2:	YES	NO	NOTES:	Date Corrected:
LIGHTS			} NA	
CEILING				
WALLS				
VENILATION				
ELECTRICAL RECEPTABLES			} NA	
SMOKE DETECTOR				
BEDROOM #3				
LIGHTS			} NA	
CEILING				
WALLS				
VENILATION				
ELECTRICAL RECEPTABLES			} NA	
SMOKE DETECTOR				
BASEMENT:				
LIGHTS		✓		
FURNACE/BOILER		✓		
NAT GAS PIPE		✓		
VENT		✓		
INSTALLATION		✓		
NAT GAS PIPE		✓		
CLEARANCE		✓		
ELECTRIC AMPERES			✓ COVERS ON	
INSTALLATION			✓ CONCRETE + MAIN	
SEPTIC/SEWER			Box	
MAINTENANCE		✓		
WINDOW/HATCHWAY		✓		
STAIR-RAIL				
LIGHT		✓		
WATER SERVICE			✓	
MAINTENANCE		✓		
WATER HEATER		✓		
OVER PRES PIPE		✓		
NAT GAS PIPE		✓		
VENT		✓		
SMOKE DETECTOR		✓		
EXITS				
FRONT			✓ NOT SECURE	
NON-KEYED INSIDE			✓ HASP LOCK	
REAR			✓ NOT SECURE	
NON-KEYED INSIDE			✓ BASEMENT	
			UNSECURE	



CITY OF HILLSDALE
IPMC – RESIDENTIAL INSPECTION FOR OCCUPANCY

INSPECTOR COMMENTS:

UNABLE TO ACCESS UPSTAIRS - LIVING QUARTERS
STAIRS UNSAFE LEADING TO ROOMS UPSTAIRS (RAW BOARD)
(2.5" ETC)

Areas that are **not** inspected: Fireplaces, Chimney interiors, Interior of Accessory buildings & Non-Habitable areas

This inspection does not replace the possible need for: Structural, Electrical, Elevator, Energy Conservation, Fire protection systems, Mechanical, Plumbing or Sewage Disposal Inspections, or any other permit required under applicable law.

Correction Order: The owner is responsible for correcting any of the violation(s) listed above by the deadline(s) indicated. All repairs must be made in a workmanlike manner and with any permits required by the Single State Construction Code and/or any other applicable statutes or ordinances. The deadline for correction may be extended at the discretion of the inspector upon verification of reasonable progress.

HMC Sec. 6-63. - Use and occupancy permit required. It shall hereafter be unlawful for any person to enter into the use or occupancy of any structure or portion thereof or to permit or suffer the use and occupancy of any structure or portion thereof located in the city without having first obtained a valid use and occupancy permit from the code official, or his designee, in accordance with the provisions of this article. Any person who shall violate any provision of this section shall, upon a finding of responsibility, be chargeable with and responsible for a municipal civil infraction pursuant to [chapter 20](#) of the Code of the City of Hillsdale and all other applicable ordinance provisions of the 2012 International Property Maintenance Code.

HMC Sec. 6-66. - Restrictions on issuance of permits and temporary permits of occupancy. No use or occupancy permit for any structure or premises may be issued to any applicant until the compliance of such structure or premises with the current provisions of the International Property Maintenance Code has been assured and determined by the code official, or his designee; provided, however, that nothing in this section shall prevent the issuance of a temporary permit of occupancy. A temporary permit of occupancy may be issued for a structure, or portion thereof, which structure or the premises is in violation of the International Property Maintenance Code, if repairs or modifications to correct the violation are being performed and the code official, or his designee, determines that occupancy of this structure does not endanger the occupants. Such temporary permit of occupancy shall not be issued for a period of time in excess of six months.

HMC Sec. 6-67. - Issuance of permit. The code official, or his designee, shall issue a use and occupancy permit for such structure or portion thereof for which application for such permit has been made when an inspection pursuant to section 6-65 has assured that the structure and premises are in compliance with the current provisions of the International Property Maintenance Code. The use and occupancy permit issued pursuant to this section shall be valid until there is a change of occupants that occurs two years or more following the issuance of the permit.

IPMC III.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

*All documents, pictures and similar items provided to the City of Hillsdale are subject to disclosure in accordance with the Freedom of Information Act (FOIA).

Report received by: _____ Date: _____



CITY OF HILLSDALE

97 NORTH BROAD STREET
HILLSDALE, MICHIGAN 49242-1695
(517) 437-6442 FAX: (517) 437-6448
cityofhillsdale.org

Name: Margaret Willison Braman

Address: Hillsdale 49242 S
City Zip

Phone: Home Work

E-Mail mbraman@hillsdale.edu

Are you a resident of City of Hillsdale? Yes No X

Occupation: (if retired, former occupation)

Please check the expertise and skills you can contribute:

- Accounting x Knowledge of the Cause Finance x
Fund Raising-x Public Relations -x Management
Marketing -x Legal Other
Advocacy Community Relations Coordinator
Human Resources Community Relations
Planning -x Public Speaking
Computers-x

Brief Educational Background: Completed High School in Arkansas

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s):

Presently on Hillsdale Township Planning Commission -- as Secretary for 3 years

Have worked for Hillsdale College in Trust Department and 15 years as the Individual Visit Coordinator for the Admissions Department

On what other volunteer boards/committees have you served? _____

Describe any previous activities related to government: _____

Please explain why you would be interested in serving on the council or committee:
_ have always been interested in making the downtown thrive and be its' best. ____

Please explain your understanding of the City of Hillsdale: ____
It's a quaint little town that has a lot of potential in attracting out of town visitors

Additional comments:
Would love to help make downtown a tourists place to
come. _____

Please send your completed application to City of Hillsdale, City Manager at 97 North Broad Street,
Hillsdale, MI 49242.

Margaret Braman
Applicant Signature

____ 3/17/20
Date



CITY OF HILLSDALE

97 NORTH BROAD STREET
HILLSDALE, MICHIGAN 49242-1695
(517) 437-6441 FAX: (517) 437-6448
cityofhillsdale.org

What Board/Commission would you like to serve? IIFA / Governance / Any

Name: Matthew J. McLain

Address: St. Hillsdale MI 49242

Phone: Home Work

E-Mail

Residency is required for most Boards & Commissions.

Are you a resident of City of Hillsdale? Yes [X] No If so, for how long? 27 years

Occupation: (if retired, former occupation) Business Owner

Please check the expertise and skills you can contribute:

- Accounting, Fund Raising, Marketing, Advocacy, Human Resources, Planning, Computers, Knowledge of the Cause, Public Relations, Legal, Community Relations, Public Speaking, Finance, Management, Other

Brief Educational Background:

Hillsdale High School grad. Studied Auto at The University of North West Ohio

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s):

I was part of the eIK's lodge in Hillsdale.

On what other volunteer boards/committees have you served? I have not served on any boards/committees as of now. I was however on a safety team at a local manufacturing facilities.

Describe any previous activities related to government: _____

Please explain why you would be interested in serving on the council or committee: Being A
life long resident of Hillsdale, and near communities
and a recent business owner I would like to
be more involved in the city for now and the
future

Please explain your understanding of the City of Hillsdale:

Hillsdale is where I was born and raised. It
was a great place to grow up, however I
would love to help in anyway I can
to make it even better.

Additional comments: I have 10+ years of experience in
a management position in the Automotive
Manufacturing industry.

Please send your completed application to City of Hillsdale, City Manager at 97 North Broad Street, Hillsdale, MI 49422.



Applicant Signature

3-16-20
Date